



**ORDERS**  
OF THE  
**GOVERNMENT,**  
**United Provinces.**

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**VOLUME II.**  
**Departments X to XVIII.**

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Financial Department.

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# X.—FINANCIAL DEPARTMENT.

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## X.—FINANCIAL DEPARTMENT.

### Chapter LXIII.—Advances and loans to local authorities.

**1301.** (1) For the rules regarding advances and loans the Municipal Advances and Loans. Manual should be seen.

(2) The general principles which govern the raising of sterling loans by local bodies are contained in the notification of the Government of India, Finance department, no. 6621—A, dated the 15th December 1910, which was published in part I of the local gazette of the 7th January 1911.

**1302.** Where a local authority proposes to carry out any work from a loan, whether wholly or in part, it shall—  
Instructions when projects are carried out from loan funds

Cf. G. G. O. (F. D.) no. 2931A, dated 12th May 1904.

- (a) prepare and obtain sanction for an estimate of the cost of the entire scheme,
- (b) draw up a programme of construction showing the sums required annually until the completion of the work,
- (c) show in the loan application the entire cost of the project (or so much of the cost as is to be met from loan) and the year in which each instalment is to be paid; and
- (d) incur no expenditure on a work until (i) the loan has been sanctioned and (ii) the plans and estimates have been approved by the proper authority.

Having rules regulate the powers of Local Governments in cases of defaults occasioned by stress in cases in which the loss would be Cf. G. G. O. (F. D.) no. 4337A, and 1922A, dated 4th Oct. 1908 and 4th Oct. 1909. (1) To be posted on page 5, Vol. II, dated the 6th Sep. 1910.

ment of India, remit the same in course.

(2) It may, however, permit the postponement of an instalment in substitution of principal subject to the condition that the amount of Substituted the word "also" for "however" in line 1 of paragraph

1303 (2). and it is in the discretion of the Local Government to decide whether such interest shall be at a penal rate, or at the rate which the loan ordinarily bears. Such discretion should be exercised with due regard to the distinctions between a default occurring by want of proper arrangements or provision, and a default arising from unavoidable circumstances and reported for the previous orders of the Local Government.

(4) The powers above defined may be exercised in regard to loans falling within the provincial loan account only. The grant of further

concessions in regard to such loans, or the grant of concessions in regard to other loans, requires the previous sanction of the Government of India.

The Local Government have also been empowered to sanction postponements of payments of interest.

Where an instalment of principal is small, there is no necessity for decreasing the allotment for loans to the Local Government by the amount of the postponements proposed

Cf G. O. no. 40,  
dated 6th July 1891  
(Municipal)

**1304.** Sums of money belonging to the Government which have been made over to local corporations must not be deposited in government savings banks. Sums not exceeding Rs 100 may be treated as current income. The

Lodging of loans, &c., in  
government treasuries.

treasury.

Cf. G. G. O. (F. &  
O) no. 2351A, dated  
7th June 1898

**1305.** The balance of local funds (including municipal funds) are mere deposits upon the accounts of the Government, and the bills and charges of such funds should not be met unless there is a balance at their credit out of which to meet them. An overdrawal by a local fund must therefore necessarily imply that a special advance to the fund has been permitted, and the existing powers of Local Governments to make advances do not cover cases of this kind. The Local Government can, however, subject to budget limitations, sanction a contribution to meet absolutely unavoidable overdrafts. This contribution will be adjusted as provincial expenditure under the proper head of account, and the recovery, if made in a later year, will similarly be treated as a provincial item of revenue. If a Local Government is not prepared to make a contribution, the matter should be reported to the Government of India, which can sanction the overdraft for such period as may seem proper. Overdrawals of local fund accounts cannot be treated as loans.

The overdrawal in regard to which the above orders are issued should usually therefore be of inconsiderable amount and account officers should watch for and prevent them as far as possible



C/ G O no  
3333/X—30 dated  
27th Sept 1900

**1310.** It is an accepted principle of sound financial administration that no public money should be spent for which there is not

Necessity for budget  
provision or reappro-  
priation in respect of  
all expenditure

allotment during the financial year into the accounts of which the expenditure will be brought. The practice of incurring unforeseen expenditure without the sanction of extra grants should be avoided

**1311.** It is the duty of every disbursing officer to budget, before the commencement of the financial year, for the expenditure that he is likely, so far as can be foreseen, to incur during the year. If he subsequently finds that no provision has been made in his budget, he is bound to submit to the Government a statement on him to give reasons why the expenditure was not foreseen in time

to include it in his estimates. If these reasons are accepted, it falls upon the Government to decide how the expenditure shall be met.

**1312.** The theory of budget provision implies that the Government has allotted for each disbursing officer, and for each department of the public service, as much money as it can afford and as the circumstances require. If a disbursing officer or the head of the department proposes to exceed his allotment for any purpose, it is his duty to make a corresponding saving in his allotment for other purposes. The circumstances in which he is justified in proposing expenditure which he cannot meet by economy in other directions must be of altogether exceptional necessity. It is this essential principle to which special attention is called. Officers frequently submit applications for extra expenditure without any attempt to indicate savings in their own budgets against which it can be met. Heads of departments repeatedly forward such applications without any attempt to supply the omission, or with a general promise that savings will be suggested at a later period of the year. Such proceedings are in disregard of the whole theory of budget responsibility, and they often cause serious inconvenience to the Government and serious delay in obtaining the sanction which is desired.

If a subordinate officer asks, at whatever stage of the financial year, for an additional allotment, his demand must be accompanied by a clear statement of the counterbalancing economy he proposes to make under some other head of his budget, and by a proposal to reappropriate accordingly. If he is unable to effect any economy, he must give clear and sufficient grounds for his inability, and must invite the aid of the departmental head concerned. If that officer approves of the request for the additional provision, he must suggest the necessary reappropriation from some of the larger allotments under his control, or give clear and sufficient reasons for his inability to do so. In all ordinary cases he should be able to indicate a reappropriation, and the burden of proving inability to do it lies on him. The Government will not accept proposals for extra grants, unless it is satisfied that every endeavour has been made, both by the officer proposing the grant and by the departmental head recommending it, to secure the necessary economy.

**1313.**

Economy necessary

MEANS OF CONTROLLING

C/ G O O F &  
G/ no. 2162-Ex.  
dated 20th Apr.  
1894.

expenditure, such as those connected with d services," "travelling allowances," and ssary for purposes of economy that the expenditure should, from the very beginning of the year, be regulated with the view, not only of keeping within the budget estimates but of keeping well within them if possible, so as to effect as large a saving as practicable. Moreover, experience shows that, in the larger supply departments especially, new demands arise during the year which it may have been impossible to foresee in time for entry in the estimates, and it behoves every administering officer concerned to prepare, by economies enforced from the beginning of the year, to meet these new and unforeseen charges by reappropriations of his original estimates

**1314.** The following rules govern the procedure in applying for transfers between budget grants for provincial services and additions to them (For the special procedure relating to contract grants see paragraph 1319)

Procedure in applying for additional budget grants or transfers

Cf G O no 5503/X-30 dated 21st Nov 1933,

(1) finds that his budget allotment for any ned, and that an addition will be neces due in the remainder of the year, he will submit to the officer, to whom he submits his annual estimate for the budget in which provision for the particular charge is made, an application in form (A) or (B) in triplicate

*Note.*—No applications for additional grants should be despatched unless they are timed to reach the authority competent to sanction them by the 15th March.

(2) An application by a District Judge will be made direct to the Government.

*Note.*—The application should be forwarded through the Accountant-General.

(3) The officer receiving an application from the disbursing officer will forward it to the Board of Revenue, if it is for an addition to a grant provided in a budget of which the annual estimate reaches the Accountant-General through the Board. All other applications he will submit to the head of the department concerned. Whenever a disbursing officer has been unable to suggest a transfer, the receiving officer will, if possible, suggest one from another district or head.

(4) In the case of a large unforeseen expenditure, which obviously cannot be met by ordinary savings, application will be made to the Government immediately on the necessity arising for an extra grant through the channels already indicated, in the same form in triplicate.

(5) Whenever expenditure in accordance with the instructions of articles 161 and 162, Civil Account Code, has to be made within the year in excess of the budget grant at such a time that it is manifestly impossible for an application to receive within the year the sanction of the authority having power to transfer or give an additional grant, the application need not be submitted. Every such excess over the budget grant will be included in a statement submitted to the Government by the Accountant-General after the close of each year; on this statement the Government will call for such explanation as may seem necessary from the disbursing officer in the case of any considerable excess.

O. G. O. no 4309/  
 7-30 1904 dated  
 7th Nov 1904.

**1315.** Heads of departments may sanction transfers of budget grants as follows—

(1) A head of a department is authorized to sanction a transfer between items of the same minor head within a district, other than items contained in contract grants, in the sub head "Salaries," and generally in the sub head "Establishment." A head of a department may however, reappropriate savings from grants made for establishments all the officials in which may be entertained without the express sanction of the Local Government or for establishments, the pay of which is audited not against sanctioned scales, but against budget allotments.

When the head of a department cannot arrange for a transfer under the powers defined above, and either an additional grant is necessary, or a transfer is required between minor heads or between districts, he will submit the application in triplicate to the Government, in either of the two latter cases through the Accountant General.

(2) The limitations mentioned in rule (1) in regard to contract grants, salaries and establishments are of general application. Subject to these limitations certain heads of departments have been vested with the wider powers detailed in rules (3) to (9) below.

(3) A Commissioner of a division is empowered to sanction transfers from one head to another of the settlement budget for a district in his division, reporting for the information of the Board of Revenue and the Accountant General the transfers ordered.

(4) The Bishop of Lucknow is empowered to sanction transfers from the contingent grant of any one district to that of any other district in the United Provinces, provided that both districts are under his administrative control.

(5) The Inspector General of Police is authorized to sanction a transfer within and between districts and between detailed heads and items under any minor head in his budget provided that he may not transfer between grants for provincial services and grants charged to local funds, or make any change whatever in the provision for the minor head "Railway police."

(6) The Inspector General of Prisons is authorized to sanction transfers within and between districts and between detailed heads and items under any minor head in his budget.

(7) The Inspector General of Registration and the Commissioner of Excise are authorized to sanction a transfer of funds within and between minor heads of the same major head within and between districts in their respective budgets.

(8) The Board of Revenue are authorized to sanction a transfer within and between districts or divisions in respect of minor heads under the same major head in any budget of which the annual estimate is submitted through the Board, but in no case will a transfer be made by the Board—

(a) in respect of any item especially excepted from the Board's control;

(b) from a grant under a "divided head" to a grant for provincial services or local funds, or from a grant from provincial services to local funds and *vice versa*.

(9) The Director of Land Records and Agriculture is authorized to sanction transfers of grants on account of land record surveys from one district to another within the limits of the budget.

## Chapter LXV.—Check and audit of the public accounts.

Cf G O no  
8364/X—43 2 da  
ted 20th Aug 1904

**1316.** The following rules prescribe the manner in which departmental controlling officers are to scrutinize the record and collection of the public revenues —

**I—Receipts against regular fixed demands**

The periodical returns hitherto prepared will be submitted to the head of the department concerned, who will check them in the manner prescribed in article 22, Civil Account Code

**II—Receipts against variable demands (not being district board demands), where the demand and the collection are not necessarily simultaneous**

In these cases (e.g. criminal fines) the demand is not always realized nor is the amount to be collected known till it is ordered. But the demand is recorded by a responsible officer, and if proper registers are kept up, there will be no difficulty in exercising the same scrutiny as is required by the Government in the case of fixed demands

**III—Receipts against variable demands, where the demand and the collection are practically simultaneous and against district board demands.**

In the case of pound receipts, sales of waste paper and the like the registered demand and the collections are practically one and the same, and the difficulty is to ensure that all amounts demandable and actually collected are entered in the registers

In these cases the checks to be exercised are—

- (1) vigilant inspection on the part of controlling officers;
- (2) the use of printed counterfoil receipt books,
- (3) periodical comparison between these books and registers

**1317.** The requirements stated in paragraph 1316 should be given effect to by the adoption of the following procedure —

(i) To ensure that all collections are being paid regularly into the treasury or sub treasury, the muharrir or other officer immediately responsible for the collections will keep the receipts (*dakhilas* or *chalans*) for amounts so paid in proper files. Inspecting officers will compare the entries in the counterfoils in the printed counterfoil receipt books with those in the register of collector. He will be able to obtain from the persc check the totals in the register shown as collected agrees with the total of the amounts paid into the treasury as shown in the *dakhilas* and the cash in the hands of the muharrir or other officer.

(ii) The comparison by inspecting officers will be made from the time of the last inspection and the accounts should be inspected on the spot at least once every year. The selection of inspecting officers rests with heads of departments, district officers, and chairmen of district boards as the case may be. Heads of departments, district officers and chairmen of district boards when they are inspecting accounts of departmental receipts, may be unable to make the inspection herein prescribed in its entirety, but they

should check the collection register in part by comparison with the counterfoil receipts, and should see that the total of the register of receipts agrees with the total of the *dakhilas* and the balance in hand.

(iii) In many cases items for realization vary, especially when they are the subject of sale by auctions. The muharrir should therefore keep the orders sanctioning sale in a proper file and the inspecting officer should check the register with them to see that the proper amounts have been entered.

(iv) In the case of certain receipts credited to district boards, such as school fees, printed counterfoil receipt books are not used; and the inspecting officer, who will ordinarily be an officer of the educational department in the case of school fees, will be confined to the other checks prescribed above.

**1318.** The heads and items to which rules I and II in paragraph 1316 relate will be found detailed in appendix 32; those to which the directions in rule III apply are shown in appendix 33.

## Chapter LXVI.—Contingencies.

## A.—Contract contingent grants.

*Of G. O. no. 8672/  
X—888, dated 15th  
June 1892.*

**1319.** Contract allowances cannot be exceeded without the previous sanction of the Government. This sanction will only be given in cases of extreme necessity and it must be

**1320.**  
offices of Cor  
in the succe

*Of C  
X—148, dated 7th  
July 1910.*

Payments to menials  
for supplying drinking  
water or dusting offices.

supplying,  
provided th

- (a) the payments are of a purely contingent character, are drawn on contingent bills and may be withdrawn at any time at the discretion of the head of the office;
- (b) the allowance will not count for leave allowances or pension;
- (c) in the case of menials not in permanent employ the allowance must not exceed Rs. 3 a month in any one case;
- (d) ——— employ in receipt of:

not exceed a sum of  
of the office must  
in sanctioning any such payments, record his reasons therefor and must satisfy himself (1) that the work to be done is really necessary, (2) that it is outside the regular duties of a menial of the permanent establishment, and (3) that the grant of the extra allowance to any such menials is distinctly more economical than the employment of fresh agency.

A statement of the payments so made during any financial year should be submitted to the Government not later than the 15th May.

*Of G. O. no. 4573/  
X—31, dated 4th  
Oct. 1921.*

**1322.** Ordinary parcels and letters from a subordinate officer to head quarters should be sent as a rule by post except where the packages are heavy, or letters are urgent. Special arrangements may be made for the dak of officers on tour.

Postage charges incurred by district officers on parcels and correspondence.

*Of G. O. no. 1700/  
XVIII—156, dated  
22th Oct. 1903.*

**1323.**

Petty purchases of stationery and stamps.

rubber stamps up to a limit of Rs. 20 in each case.

These petty purchases will be taken against the contract grant of the officer concerned and are subject to the condition that

budget provision exists. In each bill on which contract contingencies are drawn a certificate will be given that it contains no charge for stationery and rubber stamps in excess of Rs 20

**1324.** The maximum price at which an office clock may be purchased without the special sanction of the Government has been fixed at Rs. 25

Clocks.

Cf G O no 1194/  
X-23 dated 4th  
March 1903

**1325.** The previous sanction of the Government is required to the purchase of office thermantidotes such sanction will only be given for special reasons

Thermantidotes.

Cf G O no 1672/  
X-454 dated 24th  
Apr 1902

**1326.** Umbrellas are not provided for chaprasis and orderlies at government expense.

Umbrellas for peons

Cf G O no 1774,  
dated 1st Dec 1899

**1327.** Expenditure on account of constructing masonry pillars for rain gauges in tahsils is debitable to ' Civil works in charge of civil officers '

Rain gauges

Cf G O no 4353/  
X-537 dated 17th  
July 1891

**1328.** Commissioners are empowered to sanction expenditure on items of the kind noted below in connection with *nazul* properties under their control, subject to the budget provision for *nazul* contingencies not being exceeded, and on the understanding that any sanction so given will be restricted to articles obtainable in the local market

Nazul contingent charges

Cf G O no 276/  
X-380 dated 16th  
Jan 1901

Live stock  
Carts

Implements required for use in public gardens including buckets and ropes, and the materials required for their manufacture

### C—Check and control

**1329.** The rules regarding the check of contingent expenditure are contained in articles 90 and 825 of the Civil Account Code. The check of such expenditure by heads of offices should not be regarded as a matter of routine officers are directly responsible for the final check, although it may be necessary to delegate the mechanical portion of the functions to office subordinates

Check and control of contingencies

Cf G O no 4670/  
X-202, dated 22nd  
Sept 1896

In every case in which there is a disproportionate amount of expenditure the

### Financial department

and con (1) In the second clause of paragraph 1329 for ' article 84 ' read ' article 90 ' the officer does not himself countersign the bills, he should review and sign the contingent register monthly

## Chapter LXVII.—Delegation of financial powers.

no Certain financial  
ted powers of the Local Gov-  
ernment delegated to  
subordinate officers

**1330.** The following statement shows the financial powers which have been delegated to certain subordinate officers with the sanction of the Government of India.

*Note.*—The powers to sanction are delegated subject to the condition that there is budget provision to meet the expenditure that may be involved.

Power	Authorities to whom powers have been delegated.	Limit up to which the powers may be exercised.
<p>Order no 28, dated 28 February</p> <p>Order of G. G. O no 4265-I dated the 1st August 1910.</p>	<p>De- mis- the her</p>	<p>The following is the maximum scale.—</p> <p>(1) for an officer with 3rd class powers—one clerk on Rs. 20 per mensem and one messenger on Rs. 5 per mensem;</p> <p>(2) for an officer with 2nd class powers—one reader on Rs. 30 per mensem, one clerk on Rs. 20 per mensem and two messengers on Rs. 5 per mensem each,</p> <p>(3) for an officer with full powers—one reader on Rs. 40 per mensem, two clerks on Rs. 25 per mensem and Rs. 20 per mensem, and two messengers on Rs. 5 per mensem each.</p>
<p>3 Temporary assistants to revenue and treasury accountants.</p>	<p>Commissioner</p>	<p>Rs. 1 English clerk and reader 30 per mensem. 1 ahmad .. .. 20 per mensem. 1 amin .. .. 15 per mensem. 2 chainmen, each at .. 5 per mensem. 2 peons, each at .. 5 per mensem. A pay of Rs. 15 per mensem for the assistant to the revenue accountant and of Rs. 10 per mensem for the assistant to the treasury accountant</p>
<p>4 Extra assistants to revenue accountants for tagavi work</p>	<p>Collector or Deputy Commissioner.</p>	<p>A pay of Rs. 15 per mensem each. To be entertained only when the number of</p>
<p>5 Establishments in divisional and district offices and temporary establishment in the Board's office which are chargeable against the rate levied under Act X of 1892.</p>	<p>Board of Revenue</p>	
<p>6 Appointment of clerks and menials required for partition work in all districts except Naini Tal, Almora, Garhwal, Dehra Dun, and Mirzapur.</p>	<p>Ditto</p>	<p>Subject to expenditure being covered by receipts. The pay must not exceed—</p> <p>Rs. Clerk .. .. 30 per mensem. Amin .. .. 20 per mensem. Menials .. .. 7 per mensem.</p>

Item number.	Power to sanction—	Authorities to whom powers have been delegated.	Limit up to which the powers may be exercised.
7	Appointment of clerks and menials required for partition work in the districts of Nainital, Almora, Garhwal, Dehra Dun, and Mirzapur.	Collector or Deputy Commissioner	Subject to the expenditure being covered by receipts.
8	Entertainment of a special staff for alluvial mahals.	Ditto ..	Rs. 100 for an entire district. The pay must not exceed— Amm Rs. 15 per mensem.
9	Ditto ..	Board of Revenue	When the expenditure involved exceeds the sum of Rs. 100 for an entire district.
10	Temporary kulkarnis and theorepans.	Collector or Deputy Commissioner.	A pay not exceeding Rs. 10 and Rs. 5-8-0 per mensem each. Within the limit of the lump allotment placed at his disposal for the purpose.
11	Temporary money testers at sadar treasuries.	Ditto ..	At the rate of one man per district per Rs. 7,000 whenever the amount of money actually received during a month which has to be examined exceeds 2 lakhs for each permanent money tester. Limit of pay Rs. 10 per mensem each.
12	Extra money testers at certain tahsil treasuries.	Ditto ..	A pay of Rs. 10 per mensem each. Employment restricted to maximum period of six months in the year.
13	Revenue record room (or copy making) establishment.	Ditto ..	The pay must not exceed— Rs. English copy at .. 20 per mensem. Vernacular copy at .. 15 per mensem. Arrears .. 15 per mensem. English woodcut .. 15 per mensem. Vernacular woodcut .. 15 per mensem. Record officers .. 5 per mensem.
14	Record room and copyist establishment in civil courts.	High Court in the province of Agra and Judicial Commissioner in Oudh.	Changes in the fixed establishment of the province of Agra are sanctioned by the High Court, but the appointment of dattas and record officers require the sanction of the Government. The following are the maximum rates of pay in the province of Agra— Rs. Record-keeper .. 50 per mensem. Deputy record-keeper .. 35 per mensem. Assistant .. 25 per mensem. Dattar and form-keeper 10 per mensem. Extra establishments in both are sanctioned by the Judicial Commissioner up to the same maximum rate of pay—

## DELEGATION OF FINANCIAL POWERS.

Line number.	Power to sanction—	Authorities to whom powers have been delegated.	Limit up to which the powers may be exercised.																																			
15	Increase or reduction in the number of copyists employed in the Courts of the Judicial Commissioner of Oudh.	Judicial Commissioner, Oudh.	Subject to the total expenditure not exceeding 90 per cent. of the income, and the number of copyists in the Rs. 40 and Rs. 35 grades not exceeding one-third of the total number of copyists.																																			
16	Fixing establishment for estates under management.	Board of Revenue	<p>The pay must not exceed—</p> <table><tr><td></td><td>Rs.</td><td>a</td><td>p</td><td></td></tr><tr><td>Manager</td><td>200</td><td>0</td><td>0</td><td>per mensem</td></tr><tr><td>Assistant manager</td><td>100</td><td>0</td><td>0</td><td>per mensem.</td></tr><tr><td>Barbarakar</td><td>75</td><td>0</td><td>0</td><td>per mensem.</td></tr><tr><td>Patidar</td><td>25</td><td>0</td><td>0</td><td>per mensem.</td></tr><tr><td>Muharrir</td><td>15</td><td>0</td><td>0</td><td>per mensem.</td></tr><tr><td>Motals</td><td>5</td><td>8</td><td>0</td><td>per mensem</td></tr></table>		Rs.	a	p		Manager	200	0	0	per mensem	Assistant manager	100	0	0	per mensem.	Barbarakar	75	0	0	per mensem.	Patidar	25	0	0	per mensem.	Muharrir	15	0	0	per mensem.	Motals	5	8	0	per mensem
	Rs.	a	p																																			
Manager	200	0	0	per mensem																																		
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Motals	5	8	0	per mensem																																		
17			<p>The pay must not exceed—</p> <table><tr><td></td><td>Rs</td><td></td></tr><tr><td>Clerk or munshim</td><td>40</td><td>per mensem.</td></tr><tr><td>Muharrir</td><td>25</td><td>per mensem</td></tr></table> <p>A pay of Rs. 8 per mensem each. Employment restricted to a maximum period of four months in the year.</p>		Rs		Clerk or munshim	40	per mensem.	Muharrir	25	per mensem																										
	Rs																																					
Clerk or munshim	40	per mensem.																																				
Muharrir	25	per mensem																																				
18			<p>A pay of Rs. 8-5-0 per mensem each.</p>																																			
19	Extra rent suit peons (one peon).																																					
20	Judicial peons in the provinces of Agra and Oudh.	High Court	A pay of Rs. 8 per mensem each.																																			
21	Bale commission peons (Oudh)	District Judge	A pay of Rs. 8 per mensem each																																			
22	Traffic, muharriren and peons for registering from and to during fair and in other cases of necessity.	Director of Land Records and Agriculture,	Traffic muharriren up to a maximum pay of Rs. 15 per mensem each, peons at Rs. 5 per mensem each																																			
23	Establishment for employment in agricultural experiments and enquiries.	Ditto	Up to a limit of Rs. 30 per mensem for each man.																																			
24	Establishment employed for the compilation of village registers.	Ditto	Ditto ditto																																			



Item number.	Power to—	Authorities to whom power have been delegated.	Limits up to which the powers may be exercised.
27	Sanction on the payment of pensions on remaining undrawn by a pensioner for more than six months if it is to be paid for the first time, or if the amount of arrears exceeds Rs. 1,000 and the payment of arrears of pension due to a deceased pensioner which are included by his heirs for more than six months.	Collector of the district in which the pension is payable.	In the case of pensions originally sanctioned by this Government or officers subordinate to it. [A reference may be made, where necessary, to the authority by whom the pension was sanctioned.]
	(c) <i>Travelling allowance</i>		
28	Allow under article 1033 of the Civil Service Regulations to any non-gazetted subordinate, substantive or temporary, travelling allowance according to rule for the journey to join a first appointment.	Heads of departments, Commissioners of divisions, District and Sessions Judges, District Officers and Superintending Engineers.	Where the appointment is made by them or any officer subordinate to them.

In the entry  
paragraph 133C for the words "the European schools"  
substitute the words "all departmental examinations."

	(d) <i>Appointments and allowances.</i>	ture.	
40	Assign a charge allowance to an officer appointed to be in charge of	Heads of departments and Commissioners of divisions	To be exercised subject to the restrictions mentioned in article 93 of the Civil Service Regulations and the note to that article.

To be inserted as a new item on page 20 in the statement printed with paragraph 1120.

Cf. G.O. no. 39A  
1948/X-103, dated  
8th May 1912.

Sanction under article 1004 of the Civil Service Regulations to a charge allowance to an officer appointed in connection with European School examination.

Item number.	Power to—	Authorities to whom powers have been delegated.	Limit up to which the powers may be exercised.
41	Grant to an officer without a subs.	Heads of depart.	<p>“Principal, Thomason College, Cf G O no 2192/X-81, dated the 23rd July 1910</p> <p>(9) To be inserted in item (41) of statement with graph 1330.</p>
42	Grant to an officer placed in charge of the current duties of an office the local allowance and the travelling allowance or one of those allowances attached to the office.	Superintending Engineers.  Heads of departments and Commissioners of divisions.	In all cases where they are empowered to place such officer in charge of the current duties of such office.
43	Appoint one officer to hold substantively as a temporary measure or to officiate in two or more independent appointments at the same time.		<p>Cf G O no 498/X-228, dated the 28th February 1911</p> <p>(10) To be inserted after item (43) of statement with paragraph 1320.</p>
(e) Refunds.			
44	Sanction refunds of revenue of every description which have become due as a matter of right owing to mistakes in collection, collections being made twice over, &c.	Commissioner or Deputy Commissioner.	
(f) Remission of irrecoverable items			
45	Remit arrears in the rents of government estates.	Board of Revenue. Commissioner or Deputy Commissioner.	<p>Up to any extent.</p> <p>Rs. 500 in each case.</p> <p>“ 100 do</p>

## DELEGATION OF FINANCIAL POWERS.

Item number	Power to—	Authorities to whom powers have been delegated.	Limit up to which the powers may be exercised
46	Remit irrecoverable arrears off nazul income.	Commissioner ..	Five per cent. of the demand in each case.
47	Write off irrecoverable demands other than those on account of claims decreed and costs adjudged in the case of the following classes of estates.— (1) estates attached or held under direct management under any of the provisions of Act III of 1901, (2) estates held under direct management under section 21 (c) or 23 (1) of Act I of 1903, (3) estates attached under section 88 of the Code of Criminal Procedure, 1898, when the profits are at the disposal of the Government; and (4) estates the profits of which are forfeited to the Government under section 62 of the Indian Penal Code	Board of Revenue, Commissioner.. Collector or Deputy Commissioner.	Up to any extent. Rupees 500 in each case Up to Rs. 100 in each case.
48	Remit irrecoverable advances made on account of rent suits in connection with nazul property and government estates, or costs adjudged in favour of the Government considered to be absolutely irrecoverable.	Collector or Deputy Commissioner. Commissioner .. Board of Revenue	Rupees 5 in each instance Up to a limit of Rs. 100 in each case Over Rs. 100.
49	Remit irrecoverable costs in civil suits and stamp duties in pauper suits.	Legal Remembrancer.	
50	Remit irrecoverable balances of advances under either Act XIX of 1883 or Act XII of 1884.	Board of Revenue Commissioner .. Collector ..	Without limit. Rupees 500 in each case subject to a limit of Rs. 5,000 in one financial year Rupees 100 in each case subject to a limit of Rs. 1,000 in one financial year.

Item number	Power to—	Authorities to whom powers have been delegated.	Limit up to which the power is exercisable.
51	Grant remissions of canal revenue when tenants have died, absconded, or become paupers.	Collector or Deputy Commissioner.	
52	Write off excise balances.	Commissioner of Excise	P
53	Write off irrecoverable stores or money.	Heads of departments and Commissioners of divisions	Up to Rs. 1000 at the end of the statement printed in G. O. no 344/ XIII-67, dated 1st July 1912
<i>(g) Miscellaneous.</i>			
54	Accept in the case of an officer who is appointed on pay not exceeding Rs 50 a certificate of health in such form as is considered sufficient from any qualified medical practitioner.	Heads of departments, Commissioners of divisions, District and Sessions Judges, District Officers and Superintending Engineers	When they have authority to make the appointment
55	Use regranted savings of contract grants upon any recognised object of contingent expenditure	Collector or Deputy Commissioner without the necessity of sanction of any superior authority.	The amount of the savings regranted.
56	Sanction a permanent advance to a subordinate officer	Heads of departments and Commissioners of divisions	Up to the amount advised by the Accountant-General as appropriate
57	Sanction a house-building advance.	Ditto	To be given in strict accordance with the rules laid down in article 136 of the Civil Account Code
58	Sanction section writing and copying charges at piece work rates	Heads of departments, Commissioners of divisions, District and Sessions Judges, and District Officers.	Subject to the condition that each sanction accorded shall specify the number of men, the number of words to be copied per rupee and the rate for tabular work, and that the maximum rate payable shall be Rs. 1 per 1,500 words. The sanction of the Government will however still be required in the circumstances referred to in the last sentence of article 29(c) of the Civil Account Code.
59	Sanction the payment of municipal or cantonment taxes on government buildings whatever be the amount.	Heads of departments, Commissioners of divisions, District and Sessions Judges, and District Officers.	Subject to the condition that such taxes have been assessed by competent authority and the assessments have been certified to as required by article 29(c) of the Civil Account Code.

Number

Cf G. O. no 60A  
2262/1-562, dated  
12th September  
1914

Allow cash chests  
of Co operative  
banks to be depo  
sited in Govern  
ment treasuries  
for safe custody,  
subject to the  
conditions laid  
down in para  
graphs 2 and 3 of  
Government of  
India, department  
of Revenue and  
Agriculture, letter  
no 1249-268-2,  
dated 16th August  
1905

Commissioners of  
divisions

the powers may be exercised.

enfor  
thar

C2	Grant to govern ment servants and to private per sons concess ons designed to enable them, when bitten by a rabid animal, to pro ceed without delay to the place where the animal is more than three but not more than twelve instalments	Tahsildar*	To report his action to the Collec
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To be entered as  
item no C3 in the

G G O (C & I)  
no 6523-6529 70

63

Sanction advances under rule  
11 (ii) of the rules regulating the

Super  
ment P

## Chapter LXVIII.—Embezzlements.

**1331.** On the occasion of a defalcation or loss of public money or other property in a treasury or other office or department which is under the audit of the Accountant-General, the fact should immediately be reported to the Head of the department or Commissioner of the division concerned and to the Accountant General (article 20, Civil Account Code)

*cf G O no. 3317  
—X-410 dated 30th  
July 1906*

**1332.** When the matter has been fully enquired into, a further report giving complete details of the nature and extent of the loss, and showing the errors or neglect of rules by which the loss was rendered possible, and the action taken to effect a recovery, together with intimation of the amount recovered or likely to be recovered, should be submitted through the ordinary channel of correspondence to the Accountant General, who will forward the report, with any remarks he may desire to make for the orders of the head of the department or Commissioner of the division concerned. The latter will pass orders, if it is within his competence to do so; but, if a sum which is in excess of Rs 200 has to be written off, or if any defect in system requiring orders is shown to exist, he should make a report to the Government. In a matter relating to revenue administration the Commissioner should report to the Board of Revenue and not to the Government. the Board will take action by addressing the Government or otherwise as may be necessary.

**1333.** In cases of defalcation or loss of receipts occurring prior to their payment into a government treasury, no report need be made to the Accountant-General. His opinion or advice may however be obtained, if considered necessary, by the head of the department or Commissioner concerned.

## Chapter LXIX.—Establishments.

## A.—Conditions before employment

C/ G O no 1626,  
dated 7th Apr 1885

To be inserted as  
an exception to  
paragraph 1334 of  
the Manual of Gov  
ernment Orders

**1334.** Except in the case of men succeeding to kanungoships by hereditary right, a person whose age exceeds 25 may not normally be admitted into the service of the State in superior service without the sanction of the head of department or Commissioner

Limit of age for appointments, article 51,  
Civil Service Regulations

G O no 519,  
dated 4th March 1915  
the  
neces

employment  
ons of article  
used to them  
their claim to

C/ G O no 1628/  
X-35 dated 29th  
March 1886

**1336.** It is  
Record of age of em-  
ployés

of age of uncovenanted officers should be accurate. Such accuracy can be obtained only at the time of appointment, and officers should, when making new appointments to the public service, endeavour to obtain for permanent record as much evidence as possible regarding the correct age of the employé. Such evidence may be in the following form—

- (a) the affidavit of parents or guardians,
- (b) the attested statement of the employé,
- (c) the production of a horoscope or other such record,
- (d) the production of a medical certificate by the civil surgeon of the district,
- (e) in the case of a European or Christian a properly authenticated birth or baptismal certificate

In the case of applicants for employment who have passed the prescribed examinations a record of age will be found in the printed list of candidates and in the certificate awarded to each successful candidate after the examination

C/ G O no 1903/  
X-115 dated 22nd  
March 1890

**1337.**

Production of  
certificates

desires to commence his service. The civil surgeon should grant the certificate only on the written request of the head of the office or department concerned. If the decision of the civil surgeon be unfavourable a candidate may appeal to the divisional medical board through the head of the department in question provided that the latter considers there are grounds for doing so, and provided also that no member of the board is given an opinion in the case already. When an appeal is allowed the candidate must appear, at his own expense, at the next meeting of the board.

*Note 1*—The production of a medical certificate is necessary in the case of an officer promoted from non-qualifying superior service paid from a local fund to a post in superior government service.

*Note 2*—Civil surgeons when granting health certificates to candidates for superior appointments in government service should observe whether the candidate has been successfully vaccinated or bears marks of natural or inoculated small pox, and if this is the case should give in a second certificate stating the fact. This rule applies equally to candidates for appointments in inferior grades.

\* *Note*—See also item no 51 in paragraph 1330

**1338.** The previous sanction of the Governor General in Council is required to the appointment of persons other than natives of India to ministerial posts (such as clerkships in the secretariat and other offices) carrying a salary of Rs 200 a month and upwards (cf. paragraph 202)

C/ G G O (H.  
D) no 1568, dated  
20th Oct 1893.

When a European or Eurasian is appointed to an office not reserved for a statutory native of India a distinct record of his domicile of origin or acquired domicile should be made. Heads of departments and others in making appointments to offices carrying a salary of less than Rs 200 a month should give the preference *ceteris paribus* to persons domiciled in India.

*B—\* Employment of pensioned or discharged native soldiers and reservists*

**1339.** The posts for which Army pensioners, reservists and ex-soldiers are well suited are as under —

C/ G G O (A.  
D) no 53 B, dated  
7th Jan 1910

*Famine duty* —Work agent, gang muharrir.

*Forest department* —Chaukidar, orderly, peon, guard, &c

*Government offices* —Chaprasi or messenger, darwan chaukidar, &c.

*Jail department* —Warder.

*Mining boards* —Chaprasi, chaukidar, &c

*Minor civil appointments* —Chaprasi or orderly tahsil chaprasi, daffadar or jamadar of village chaukidars.

*Municipalities* —Chaprasi, chaukidar, overseer, sanitary inspector

*Police department* —Reserve or armed police. Temporary police employment such as guards for prison camp, punitive police, railway cash guards

*Port Trust corporations* —Gatekeeper watchman

*Post office* —Village and station postman

*Public works department* —Chaukidar, watchman.

*Railways* —Pointsman, gatekeeper, watchman, &c

*Salt and customs* —Chauk

*Schools* —Drill and gym

*Telegraph department*

*Volunteer corps* —Butt

orderly, hand-man, bugler

Employment in various capacities by private firms and tradesmen, contractors, planters mill owners and others

\* *V/o* —Pensioners and ex-soldiers

use of the foregoing the following —  
pensioners and ex-soldiers, may not, in view of the  
Army Regulations India, Volume II, be employed as  
sardars

(12) To be inserted  
as a footnote to  
paragraph 1339

**1340.** Application for the services of ex-soldiers should be made to the Recruiting Staff Officer of the class concerned, viz —

Pathans .. .. .	..	Peshawar
Punjab Muslims .. .. .	..	Jhelum
Sikhs .. .. .	..	Jullundur
Dogra .. .. .	..	Ditto
Jats and Hindustani Muslims .. .. .	..	Delhi
Rajputana and Central India Hindus and Muslims .. .. .	..	Agra
Hindustani Hindus .. .. .	..	Lucknow
Mahrattas and Dakhan Muslims .. .. .	..	Poon

These officers will keep a register of men who wish for employment, in which the nature of the work which each man desires and is fitted for, as well as his age, qualifications and character, should be recorded

**1341.** When employers in want of men of any particular class apply to the Recruiting Staff Officer concerned they should state their requirements fully and the terms offered. They should also say whether free passage will be granted to the place of employment. Recruiting Staff Officers will use every endeavour to select and send only such men as are in all respects suitable

The Recruiting Staff Officer concerned will act as a medium between the employers and those desirous of employment, and will afford any information that may be required on either side

**1342.** Reservists who record their names for employment must be informed that in the event of obtaining employment it must be on the understanding that their annual or biennial attendance for training is not interfered with. Employers should be similarly informed

**1343.** When applicants are once provided with employment the Government will take no further part in the transaction. The railway fares or other expenses of the men to their destination will be paid either by the men themselves or by their employers. Any advances that may be made on behalf of the men will, however, be forwarded to them through the Recruiting Staff Officer

**1344.** Every reasonable facility for attending their annual training should be given to reservists to admit of their being kept in a state of efficiency. All reservists there specified, one, if

required to do so

In the posts marginally noted, however, leave will only be given when convenient.

Men employed on rail  
ways in posts requiring  
technical knowledge or  
training such as points  
men, signalmen and  
firemen  
Post guards

jail warders at all, nor in any capacity on the staff of the North Western or  
Oudh and Rohilkhand railways, unless they obtain their final discharge on  
appointment

Reservists except men of the garrison reserve  
should not be permanently employed in any of the  
above capacities unless they agree to obtain their  
final discharge on being appointed to a permanent  
post. They will not be eligible for employment as

**1345.** The period during which reservist sepoy's are withdrawn from

C/ G O no 2975  
and 4380/X-28,  
dated 8th June 1896  
and 6th Feb 1897

Duty qualifying reser their civil duties for drill duty with their regiments  
vists for leave under may be treated as duty qualifying for leave under  
civil rules civil rules, the time spent by them in journeying  
bet and the place of training being also treated as duty  
qu

Board of Revenue's circular no 10—IX,  
form there prescribed for security bonds,  
not only to the officers there specified but  
all public accountants as defined in section  
Public Accountants' Defaults Act, 1850,

C/ G O no  
726/X-161, dated  
19th/23rd March  
1912 be substituted  
paragraph 1346  
3e 29

than the supervision by the  
ants

**1347.** The nazir or other official who is entrusted in cantonment

C/ G O no 3778/X  
-519, dated 7th  
June 1888

Security from nazirs of magistrates' courts with the custody of public  
cantonment magistrates' courts moneys should be required to furnish security The  
amount should be fixed by the cantonment magis-  
trate with reference to the sums usually in the nazir's custody, but in most  
cases probably Rs 50 might be sufficient

**1348.** Pensioners of the native army are exempted from the payment

C/ G O no 2210/  
X-23 dated 21th  
Apr 1900

Military pensioners of money security when employed as peons, mes-  
sengers, treasure guards, chaukidars, jail warders,  
security &c, but not in cases coming under the provisions of  
the Public Accountants' Defaults Act, 1850

#### D—Leave applications

**1349.** The rules contained in the Civil  
Service Regulations regarding the grant of leave  
should be strictly observed

C/ G O no 1275/  
X-46, dated 13th  
June 1910

Rules to be observed  
and errors to be  
avoided

The rules most frequently infringed are—

(A) Those regulating the grant of privilege leave, the more common  
irregularities under this head being—

- (i) the granting of leave in excess of the amount earned (articles 246 and 247 of the Civil Service Regulations),
- (ii) the granting of leave before the expiry of eleven months after duty is interrupted (article 260),
- (iii) the granting of a second period of privilege leave within six months of a previous period (article 260),
- (iv) permitting officers to retire in continuation of privilege leave

- (C) The rules regarding the grant of furlough (article 338 of the Civil to article 338 (b) of the of furlough before the privilege leave of over

SIX WEEKS' vacation

**1350.**

should unders

allowances irreg

of course On the contrary leave allowances irregularly drawn will be recovered in all cases in which the Government considers that the rule in contravention of which leave was granted was one with which the official who took the leave should have been acquainted It is difficult to suppose that there is any government officer who is not acquainted with some of the simple rules that are often disregarded, but in order to remove all doubt on the subject a copy of the orders contained in this paragraph and paragraph 1349 should be given to every official appointed to a permanent post so that he may, not afterwards be in a position to plead ignorance of the rules

apply for leave, they has power to remit exercised as a matter

Cf G O no 375  
V-168 dated 25th  
Aug 1910

**1351.** With ref

Medical certificates  
from medical practi  
tioners

receipt of a government pension held at the time of retirement the appointment of chief medical officer of a district

**1352.** Medical certificates may also be accepted from medical prac  
titioners

European

a list ma

the province

All medical practitioners desirous of securing this privilege must first apply through the Commissioner of the division in which they reside to the administrative medical officer of the province giving details of their qualifications &c The Commissioner of the division when forwarding the application will record his opinion with reasons whether the privilege should be granted or refused

**1353.** The administrative medical officer who has full discretion in the matter of granting or refusing the privilege shall publish from time to time in the government gazette lists of persons authorized to grant certificates without countersignature

**1354.**

Commissioner of the division

#### F—Retirements of non gazetted officers in superior service

**1355.** \* Heads of departments and District Judges are authorized to grant without reference to the Government extension of service from year to year to the non gazetted officers in superior service subordinate to them as

\* Cf paragraph 1436

specified in the following list, up to, but not beyond, the age of 60 years:—

Cf. G. O. no. 2465/  
X—3000, dated 18th  
May 1903.

Sanctioning authorities	Subordinate officials.
Judicial Commissioner, Oudh .. ..	Ministerial officers of his Court.
Board of Revenue .. ..	Tahsildars, and ministerial officers in office of the Board.
Inspector of .. ..	All police officials.
Inspector-General of Registration ..	All registration officers who are not government pensioners.
Director of Public Instruction .. ..	All officials of the educational department.
Director of Land Records and Agriculture ..	All officers (except <i>kansungos</i> and <i>patwars</i> , school teachers) serving in departments under the Director's control.
Sanitary Commissioner .. ..	All officers of the sanitation and vaccination department.
Commissioner of Excise .. ..	Inspectors of excise and distillery mubarrirs.
Legal Remembrancer to Government ..	All officials in his own establishment, and in those of law officers.
Commissioners of Divisions .. ..	All officials serving in divisional offices, or subordinate to district officers, and not otherwise provided for in these rules.
Superintending Engineers .. ..	All non-gazetted officers.
District Judges .. ..	All officials in their own and subordinate judicial offices.
Conservators of Forests .. ..	All forest officials.
Superintendent, Government Press ..	All press officials.

**1356.** (1) Under article 463, Civil Service Regulations, the Accountant-General submits, by the 1st September of each year, to the sanctioning authorities, lists of officers who will attain the age of 55 years or whose extension of service will expire during the next official year. As the scope of article 463 is restricted in practice to permanent establishments, no detailed account, by names, being maintained by the Accountant-General of officials in non-pensionable employ, lists, for the same period to which those prepared by the Accountant-General relate, showing the names, service, &c., of officials in non-pensionable employ, who will attain the age of 55 years, or whose extension of service will expire during the next official year, should be compiled in the local offices in the prescribed form, the last column being left blank, and should be submitted by the local officers concerned to the sanctioning authorities not later than the 1st September.

(2) The ..  
submitting officers ..

u, and that the list ..

office ..  
a sit ..  
that no action is for the time being necessary.

nevertheless submit

(3) As regards their own offices, sanctioning authorities should each year similarly scrutinize the rolls of any non-pensionable establishments employed therein, and, if necessary, cause lists to be prepared in the same manner as prescribed in clause (1) above, and shall pass such orders thereon as may be necessary in accordance with these rules

**1357.** On receipt of the lists furnished by the Accountant General and those submitted, under the preceding rule, by local offices, the sanctioning authorities should, after any enquiry they may deem necessary, pass suitable orders for the retention of such officers below 60 years of age as it is considered advisable to retain or for the retirement of those above that

To be of G O no 2016/  
or the X-211, dated 14th  
March, Sept 1911.

**1362.**

Proposition

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Government. The proce-  
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bes the form of proposition  
ed direct to the Government.  
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such as census, plague and  
for the performance of the  
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otherwise.

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submitted

annuation charges of the province  
avoid increasing the burden of pen-  
sary

**1363.** Applications for the renewal of sanction given to the temporary appointments and deputations or allowances, which require a reference to the Secretary of State or the Government of India, must be made to the Local Government in sufficient time to admit of their consideration by the Secretary of State or Government of India before the termination of the sanction already accorded.

Cf. G. G. O. (F. & O.) no. 1338, dated 19th March 1896.

**1364.** . . . . . - the ground reduction of . . . . . been determined on and actually ordered by the Government.

Cf. G. G. O. (H.D.) no. 6, dated 17th Apr. 1895.

## Chapter LXX —Pensions

## A.—General.

Cf G O no.  
1619/X—P 268 da-  
ted 27th Nov 1899

General instructions  
regarding pension appli-  
cations

**1365.** Any delay in the preparation of pension papers on the retirement of a Government servant should be avoided. For this purpose it is essential that—

- (a) \* service books be properly maintained;
- (b) the annual statement of establishment be properly compiled and compared with service books, and
- (c) an officer's service be promptly verified preliminary to the submission of his formal application for pension.

In paragraph 1365 for 822(b) read 822. Service books articles 816 822 of the Civil Service Regulations should be observed. Each step in an officer's official life whether of promotion reduction, leave transfer, suspension or dismissal should be contemporaneously attested by the head of his office. Inspecting officers should examine the condition of the service books kept in the offices inspected by them.

The instructions regarding the annual statement of establishment are contained in article 55 of the Civil Account Code.

Regarding the prompt verification of an officer's services article 907 (b) of the Civil Service Regulations allows a preliminary verification at any time within six months before the expected date of retirement of the officer, whether the latter be in superior or inferior service. This preliminary verification should always be carried out.

Cf G O no.  
1194/X—151 da-  
ted 17th Feb 1896

**1366.** When the services of an officer who is about to retire or who has retired have been verified by the audit officer in the manner prescribed in the Civil Service Regulations, the application for pension should be prepared in the standard form care being taken that the history of services on page 2 agrees with the verification and that entries 5 to 8 on page 1 correspond with the facts shown on page 2 of the application.

Cf G O no.  
no. 1328P. dated  
27th Feb 1908,  
and G O no. 3236/  
X—P 227 1908, da-  
ted 6th Sept. 1908

**1367.** On receipt of the pension application the sanctioning authority should forward it in duplicate to the audit officer with the request that it may be verified and returned to him with the certificate as to the admissibility or otherwise of the pension claimed. He should at the same time state under what authority he is empowered to fill the appointment. The

audit officer should ascertain whether the

If this is the case he

return it to the officer

forward the application

the audit officer will also retain the last pay certificate

\* Note.—Service books are promoted to be a liability the serving will send his service books, reverts, the service book will be department.

regulate the pensions  
vice has been un-

Cf. G. O. no.  
2029/1-463, dated  
28th October 1912

To be added at  
the end of paragraph  
1867 between the  
words "pension"  
and "The proce-  
dure" on page 35  
of the Manual of  
Government Orders,  
volume II.

*Notes.*—In the case of a non-gazetted officer his pension is sanctioned by the officer who has authority to fill the appointment vacated by the retiring officer. When an official is appointed on probation by one officer subject to confirmation by another, only the latter officer may sanction the pension to the retiring officer.

**1368.** The following statement shows the principal points usually neglected in the preparation of pension cases, and they should be carefully attended to:—

Cf. G. O. no.  
dated 30th M.  
1881, and no  
dated 16th J  
1891

1. Show in detail the dates, months, and years of the applicant's various appointments, promotions, &c., on the 2nd page of the application.
2. Enter the date of applicant's birth by the Christian era under column 15 on the 1st page of the application.
3. Explain cause of suspension and of the break in applicant's service and furnish attested copy of the order reinstating him in his post.
4. Enter all leave (other than privilege or casual) taken on the 2nd page of the application, with the date of beginning and ending for each period of leave, or certify that no leave was ever taken.
5. State under column 10 on the 2nd page of the application how the service has been verified.
6. Furnish a last pay certificate.
7. Submit service-book of the applicant.
8. Opposite the 4th entry on the 3rd page of the application state for what reason it has been found impossible to provide suitable employment for the applicant.
9. Against the 5th entry on the 3rd page specify the particulars of the savings effected.
10. State against entry no 6 on the 3rd page whether the service claimed is considered to be established and should be admitted or not.
11. Send a medical certificate as to the incapacity of the applicant for further service.
12. Certify to the incapacity of the applicant opposite the 5th entry on the 3rd page of the application. If he is retiring at his option state so.
13. Send an abstract of all parwanas of appointment which are relied upon for verification of the service claimed, properly attested by a responsible officer.
14. State whether the applicant accepted any post in non-qualifying service of his own accord, or if his services were transferred in the interests of the public service by his superior officer.
15. The unattested service must be proved by the statement in writing of the applicant, and by such collateral evidence as may be probable, in the manner laid down in the Civil Service Regulations.

### *B.—Pensionable and non-pensionable service.*

Pensionable posts.

**1369.** The following posts and service are pensionable:—

- (1) kanungos and kanungo inspectors;
- (2) patwari school teachers;

Cf. G. O. no. 140  
463, 1116, 48, date  
18th March 1892  
20th June 1897, 1898  
Feb. 1897 and 31  
June 1898.

(3) assistant record keeper of patwaris' records;

(4) traffic registration muharris;

(5) servants of the veterinary head quarters establishments;

(6) teachers on pay of less than Rs. 20 per mensem, and servants in boys' model schools;

(7) teachers and servants in boys' normal schools; on pay of less than Rs. 20 per mensem, and attached to girls' schools; and

from 1st April 1906,

f. G. O. no 406/  
-265, date 1  
March 1906.f. G. O. no.  
1779/X-210, dated  
9th August 1911."and  
receipt of

June 1906.

v. G. O. no 4633/  
-P-701 1906, da-  
22nd Nov. 1906  
f. G. O. no. 406/  
-165, dated  
March 1906.f. G. O. no 1967/  
-174-1906, dated  
June 1906.f. G. O. no 4633/  
-P-701 1906, da-  
22nd Nov. 1906  
f. G. O. no. 406/  
-165, dated  
March 1906.f. G. O. no.  
1779/X-210, dated  
9th August 1911.  
f. G. O. no.  
-112, dated 24th  
August 1906.f. G. O. no.  
3456/X-  
15 B D  
dated 16th Aug 1906,  
no. 3638/X-72-  
305, dated 3rd Oct.  
1905**1370.** The following posts do not qualify for pension:—

- Non pensionable posts.
- (1) copyists, arrangers, and weeders in record fund establishments;
  - (2) public vaccinators appointed by local bodies;
  - (3) the service of all officials, other than clerks on the sanctioned permanent scale in the office of the Board of Revenue, who are paid from the rate levied under Act X of 1892, in whatever office they are employed.
  - (4) summons writers in the courts of district judges, small cause court judges, subordinate judges, and munsifs;
  - (5) the arboriculture establishment under the Director of Land Records and Agriculture;
  - (6) rural and road police in Agra—(those in Oudh are paid from a local fund);
  - (7) all teachers in girls' model schools other than model schools attached to girls' normal schools.

"who are in receipt of a salary of less than Rs. 20 per mensem, and washer and laboratory bearers of the Queen's

NOTE.—For these posts should be treated as permanent, unless in any case for a definite temporary period.

C.—Medical certificate

pension.\*

Insert the word "Jhansi" after the word "in" in paragraph 1371 on page 30.

"and" in line 5 of the

divisions for all cases occurring in paragraph 1378), namely at Meerut, Allahabad, Lucknow and P. the summer month

for the Kumaun division during the summer month

"and Kumaun division"

at least three members, and shall consist of the head quarters district, where there is one, and one or more from the medical department to be detailed for duty

Sd/Lucknow th  
Geed nt of the cant  
headquarters collg  
"n."

Provided that, when three medical officers are not available, two medical officers shall appear before the medical proceedings in such cases

officer  
shall  
Agri  
of th

for each meeting will be C/ G O no 582/ To be added at the  
professors of the King X-39 dated 21st end of paragraph  
February 1914 1373

1  
section

**1374.** When so directed by the head of his office an applicant for invalid pension or gratuity shall appear before the civil surgeon of the district in which he is employed to prepare and to rate nominal roll, prepared by the head of his office certificate and statement of the of the Civil Service Regulations and shall send the papers (nominal roll, medical certificate and statement of case) to the head of the office concerned. The head of the office shall then forward the above mentioned papers to the civil surgeon of the head quarters district prescribed in this behalf by the rules in paragraphs 1371 and 1378 so as to reach that officer not later than the end of the month preceding that in which it is proposed that the applicant should appear before the board. On the civil surgeon of the head quarters district intimating the hour and place of meeting of the invaliding board, the head of the office shall direct the applicant for pension or gratuity to appear at the place and time prescribed.

**1375.** At the close of each month, the civil surgeon of the head quarters district will arrange for the of the next board, applying to the Principal Medical Officer of the services circle for the services

**1376.** The civil meeting of the board, the medical certificate case to the head of the roll being retained for

the C/ G O no To be passed an  
37 1121/X-215 dated a slip against  
in 3rd April 1912 Paragraph 1376  
he  
re

**1377.** Travelling pension is applied for on the ground of the the public service applicant was d invalid pension the applicant to such as to justify tion may be made to the

C/ art cle 1133 of the Civil Service Regulations

for the work a special for the concession, Commissioner

To be inserted as the first two sentences of paragraph 1378

**1378.** All applicants from the districts of appear before the medical board at the district before the Jhansi district

also be  
recon

To be inserted after paragraph 1378

C/ G G O  
(F & G) no 334  
dated 25th March  
1901

**1380.** In future when the Local Government decides that an extraordinary pension should be given or referred to the Government of India for orders, a report upon the claim for pension should invariably be obtained from the Accountant General

C/ G G O  
(M D) no 76F dated 9th Jan 1901  
C/ G G O  
(M D) no 1396F dated 6th June 1902

**1381.** Families of native soldiers and followers who may die while in the service of the Government should be considered on their merits

C/ G O no  
2893/X-546 dated  
1st July 1895

**1382.** Officers removed or required to retire from the service of the Government on account of misconduct or inefficiency are not entitled to any pension or gratuity except as provided, and direct or indirect promises of pension or gratuity should not be made to such officers

C/ G G O  
(F & G) no 8191  
dated 19th Feb  
1895

**1383.** When a servant of the Government has been compulsorily transferred to an appointment paid by a local fund and subsequently dismissed therefrom, the dismissal should not necessarily operate to prevent the dismissed servant from receiving any allowance of a pensionary character in respect of approved service rendered by him to the Government. Such a case should be considered as if the servant of the Government had been removed without transfer to a permanent position. He should not have any claim to pension or gratuity, except in so far as the Government may be disposed to award it, but if, with such information as is accessible regarding his service under the Government and subsequently under the local fund authority, there is reason to think that the man deserves some compassionate allowance it should be open to the Local Government to award such an amount as it thinks fit, not exceeding that which could have been granted as a compensation pension on the termination of the service under the Government. Probably it is desirable that the pension nature of the Local

C/ G G O  
(F D) no 5453P  
dated 2nd Oct  
1900

**1384.** The certificates referred to in articles 884, 885, 937 and 962 of the Civil Service Regulations are forwarded to the India Office of pension by all Accountants General and audit officers in line 2 of paragraph 1384 for '962 read 926' as in which no comment nor remark is required. The reports referred to in article 926 are sent direct by the Local Government sanctioning the pensions

C/ G O nos 10  
and 30 dated 14th  
June and 10th July  
1877

**1385.** Deaths and appearance of pensioners in charge of a list of pensioners under his jurisdiction, without delay, the death or disappearance of any pensioner to the tahsildar, who should take steps to verify the statement and report the matter

**1386.** When a treasury officer reports the non-appearance of a pensioner, an enquiry is to be made as to the cause, it is therefore

necessary that the nearest relative or friend with whom the pensioner was living should be ascertained, and that such relative or friend should ordinarily be held responsible for reporting the death on disappearance of the pensioner.

**1387.** When the transfer to foreign service of an officer not belonging to one of the services mentioned in article 753 (iii), Civil Service Regulations, is contemplated, a preliminary reference should be made to the Accountant-General as to the provisions of the article in question. The Accountant-General, on being furnished with a statement of the service of the officer of the nature detailed in article 907 (a), will be prepared to furnish a certificate, stating whether qualifying service for 10 years has or has not been rendered, and such certificate should be appended to every application made to the Government for sanction to a proposed transfer.

*cf G O no 7421/X-666 dated 16th Dec 1891*

**1388.** All officers sanctioning pensions are empowered to order recovery of overpayment of leave allowances irregularly drawn before retirement by applicants for pensions when this is recommended by the Accountant-General. If in any case the Accountant-General recommends the recovery of overpayments and the officer sanctioning the pension does not concur, the matter will, if the Accountant-General so desires, be submitted to the Government, except in the cases of pensions sanctioned by the Board of Revenue and the High Court whose orders will be final or by other heads of departments who can remit overpayments up to a limit of three months' pay.

*cf G O no 742 —X/479 dated 16th March 1910*

# Chapter LXXI.—Salaries and allowances, (other than travelling allowances).

Of G. O. no. 43A,  
dated 25th Apr.  
1878.

**1389.** It should be clearly ascertained, before any acting allowance is permitted to be granted to an officer of the Civil Service, that the officer is not held to rest with the officer sanctioning the grant, and in case of error (and of doubt) should be referred by heads of departments to the Accountant-General direct and by district officers through the Commissioner.

Of G. G. O. (For.  
D) no. 4622-I.B.,  
dated 6th Dec. 1907.

**1390.** The instructions regarding the grant to officers of the Government, transferred under foreign service conditions to India no. 4622-I.B., d

Of G. G. O. no. 2685/  
X—Y-49, dated 8th  
Nov 1893

**1391.** Officers in government service who put forward claims to exchange compensation allowance on the ground

Of G. G. O. no 3738/  
X—Y-49, dated 27th  
July 1896.

**1392.** Treasury officers are authorised to deduct such sums as the report of the executive engineer may show to be due on account of rent of public buildings occupied by government servants (from the salary bills of the officials concerned). Any objections which such officers may have to make regarding the amounts so deducted should be submitted to the executive engineer, who will authorize the treasury officer to make any refunds or retrenchments which may be required.

*Notes.*—Vide also paragraphs 538—543.

Of G. G. O. (F. &  
G.) no. 3747E.,  
dated 23th Aug  
1878.

**1393.** Subject to the provisions of the Civil Account Code a Local Government is competent to sanction the grant of house rent allowances to officers serving under it.

Of G. G. O. (F. &  
G.) no. 377, dated  
22th June 1877.

The officer who audits claims for pay and allowances must be informed whenever an officer of the Government is allowed to occupy any public building without payment of rent.

It can rarely, if ever, be right for an officer to draw an allowance for house rent while he is occupying public premises. Before claiming any such allowance under such circumstances, an officer should obtain explicit orders authorizing it.

**SALARIES AND ALLOWANCES (OTHER THAN TRAVELLING ALLOWANCES). 41**

**1394.** A senior

House rent allowance to senior military assistant surgeons while on plague duty.

allowance of Rs. 5 a day.

Cf G. G. O. (H. D.) no 539, dated 15th June 1904.

**1395.** The power

Remuneration of special temporary appointments

conferred by article 78, Civil Service Regulations, to create temporary appointments (apart from deputations) refers to appointments which are to be filled by persons not in government service. The article should be treated as conferring on the Local Government the power to make temporary appointments or temporary deputations, but when the temporary appointment is of the nature of a deputation the method of fixing the remuneration of the officer deputed to fill the temporary appointment should be that prescribed in article 81.

Cf G. G. O. (F. and C.) no 53, dated 31st March 1902.

These general principles should be kept in view in fixing the remuneration of all temporary appointments that are intended to be filled by persons already in the service of the Government. In order, however, not to fetter unduly the discretion of the Local Government in making appointments of minor importance it has been ruled that cases involving a departure from them need not be reported for sanction, provided the total emoluments of the post do not exceed Rs. 250 a month, and provided also that any special orders of the Supreme Government in respect of the remuneration to be allowed to a particular class of officers employed on a particular class of duties are not infringed. Where, however, the limit of Rs. 250 will be exceeded and the proposed remuneration is greater than that ordinarily admissible under article 81, Civil Service Regulations, the orders of the Government of India should be obtained.

**1396.** The Local Government may, at its discretion, allow acting

Acting appointments in the place of officers undergoing a course of training in schools, &c

appointments to be made in the place of officers ordered or permitted to undergo a course of training in a school, college, or other institution.

Cf G. G. O. (F. D.) no 33-8 F. O. and A. dated 20th June 1910.

**1397.** A charge

Charge allowance to compounders appointed to hold charge of the current duties of sub-assistant surgeons.

allowance under article 161 of the Civil Service Regulations may be drawn by compounders appointed with the approval of the Inspector-General of Civil Hospitals to hold charge of the current duties of sub-assistant surgeons during the temporary absence of the latter on leave or otherwise.

Cf G. G. O. no. 4507/X—H. 3, dated 4th Sept. 1897.

**1398.** An officer released from suspension, who is granted full salary

Officers released from suspension permitted to draw certain allowances.

for the period of suspension under article 193 (b) (1) of the Civil Service Regulations, and who, before such suspension, was in receipt of a horse or conveyance allowance or of a local allowance, or of both, may be permitted by the revising or appellate authority

Cf G. G. O. (H. D.) no 51, dated 8th June 1910 and i.o. (4) dated 18th Jan. 1911.

to draw the allowance or allowances for the period of suspension in any case in which it considers the concession justifiable.

**1399.** The practice of permitting an officer to authorize the payment

Officers' salaries &c., to be paid to themselves or to their bankers or agents.

of his salary to any person whom he may choose to name by endorsement on the bill is irregular and the rule should be strictly observed that salaries of officers be paid only to the officers themselves, or at

Cf G. G. O. (F. and C.) no. 2421A and 6573A, dated 17th May 1895 and 20th Oct. 1903.

## 42 SALARIES AND ALLOWANCES (OTHER THAN TRAVELLING ALLOWANCES)

their written request or order to a well known banker or agent. The same rule applies to all payments whether on account of salary, travelling or other allowances, which, under the rules, are made to officers on their personal account.

cy G G O (M D)  
no. 1653 dated 19th  
Aug 1892

**1400.** Subscriptions and donations to service funds and public claims, such as retrenchments and disallowances by the Government against an accounts department, cannot be deducted or taken into account in ascertaining the amount of an officer's pay one half of which is attachable by a civil court unless in the case of any such deduction it be authorized by Act of Parliament or by Royal Warrant.

If an officer has received an advance of pay which has not yet been provided for by perate not upon the entire pay if the balance is more than half the pay, and upon the whole balance if not more than half the pay.

**1401.** Leave allowances (being less than salary) are wholly exempt from attachment for debt, but leave allowances which are equal to salary, e.g. privilege leave allowances, are liable to attachment to the same extent as salary while on duty (article 1686 of the Civil Account Code)

## Chapter LXXII.—Travelling allowance.

## A.—Calculation of distance.

Calculation of distance  
for journeys.

**1402.** For the purposes of article 998 of the Civil Service Regulations the point in a station from or at which a journey should be held to commence or end has been ruled to be—

Cf. G. O. no. 3324 and 93/X—T—1, dated 16th Aug. 1904 and 7th Jan. 1905.

- (a) the railway station, if the distance between the Collector's office and the railway station be less than 3 miles ;
- (b) the railway station if there be no Collector's office and the starting point or point visited be less than three miles from the railway station ;
- (c) the actual starting point or point visited in all other cases.

*Exception.*—For journeys between Allahabad and Naini central prison and between Allahabad and the Naini leper asylum and *vice versa*, daily allowance may be charged if the distance actually travelled exceeds five miles.

*Note.*—These orders do not apply in cases falling under the note to clause (iii) (1) of article 1035.

**1403.** The following railway stations have been fixed as the points in the under-mentioned stations from or at which road journeys from or to these stations shall be held to commence or end :—

Cf. G. O. no. 4097 and 2317/X—T—1, dated 18th Nov. 1903 and 7th Jan. 1905.

Calculation of distance  
for road journeys.

Agra ..	..	..	Agra Fort.
Benares ..	..	..	Benares Cantonment.
Cawnpore ..	..	..	Cawnpore (Oudh and Rohilkhand Railway).
Farrukhabad ..	..	..	Fatehgarh.
Gonda ..	..	..	Gonda kachahri.
Jaunpur ..	..	..	Jaunpur City.
Meerut ..	..	..	Meerut Cantonment.
Lucknow ..	..	..	Lucknow Junction

## B.—Miscellaneous rulings.

**1404.** The term “superior service” used in articles 1002 and 1094 of the Civil Service Regulations should be interpreted in a comprehensive sense so as to include all service which would be superior service within the meaning of article 396, Civil Service Regulations, if it qualified for pension.

Cf. G. O. no. 4097 and 2317/X—T—1, dated 18th Nov. 1903 and 7th Jan. 1905.

**1405.** Mileage allowance is inadmissible where a journey by road on two successive days does not occupy more than 24 hours, and the distance travelled on the first day is not more than 20 miles.

Cf. G. O. no. 4097 and 2317/X—T—1, dated 18th Nov. 1903 and 7th Jan. 1905.

**1406.** Officers transferred to or from Naini Tal draw travelling allowance to or from that station or from their respective head quarters, whichever will give the travelling allowance under the ordinary rules.

Transfer of officers  
from or to Naini Tal

*Note.*—The orders contained in paragraph 230 do not apply in such cases.

Cf. G. O. no. 5507/  
X—F—12, dated 1st  
Dec. 1893.

**1407.** The travelling allowances of civil surgeons in their capacity as district superintendents of vaccination, the bills for which will be countersigned by the Inspector-General of Civil Hospitals, and also the cost of carriage of their tents, will be debited to the medical department budget.

Cf. G. O. no. 1000/  
X—F—134, dated  
1st Feb. 1892.

**1408.** The travelling allowances of a forest officer in superior service are subject to a deduction of Re. 1 per diem in all cases when he is provided with a government elephant for his personal use.

Cf. G. G. O. no.  
7013P., dated 17th  
Dec. 1903.

**1409.** The following rules control the grant of travelling allowance to an attendant accompanying a sick officer.

- (1) The Government will not pay the travelling allowance of such an attendant unless he is a medical officer whose official duty it is to attend on the patient, or is a government officer ordered or requested by the medical officer to accompany the patient.
- (2) If a government servant, under the advice of the civil surgeon

the civil surgeon (or other medical officer as above) considers that it would not be safe for him to make the journey without attendance on the way, the medical officer may either himself accompany the patient to his destination, or depute or arrange with some other government officer to do so.

- (3) In such a case the attendant shall be deemed to have been travelling on duty and may draw travelling allowance at the usual rates for the journey both ways.

Cf. G. O. no. 2509/  
X—F—1, dated 5th  
Aug. 1901.

**1410.** Special sanction is not required to journeys performed beyond their jurisdiction by police constables or other officers summoned in their official capacity as witnesses before a court of law. Applications requesting the sanction of the Government to such journeys need not, therefore, be submitted.

Cf. G. G. O. (H. D.)  
no. 493, dated 11th  
Sept. 1903.

**1411.** The assistant inspector of schools, Kumaun division, while travelling on duty in the hills, is allowed a daily allowance of Rs. 4 0 0 and that of the assistant inspector of schools, Kumaun division, and certain clerks

are entitled under the Civil Service Regulations, provided that in the case of the clerks the concession is restricted to one clerk at a time for each of the two officers.

The camp clerk of the Inspector of Schools, 4th circle, is allowed mileage allowance under article 1060 of the Civil Service Regulations in lieu of daily allowances for hours performed on the hills when on duty with the Inspector.

G. O. no. 4750/  
X—F—1, dated 25th  
Sept. 1902.

Cf G O no 5625/  
X-T-5, dated 13th  
Sept 1888

not exceeding the allowances admissible under the Civil Service Regulations

C/ G O no 4088  
-X-T-8, dated  
11th Aug 1892

Cf G G O (F  
and C) no 1669.  
dated 29th June  
1886

**1415.** One clerk and one munshi on the provincial staff in the office of the Superintendent, Civil Veterinary department, are permitted to draw the allowances admissible under chapter LII of the Civil Service Regulations for the whole period of any absence from head quarters on tour with the Superintendent on condition that no daily allowance is drawn for such period, and (2) that the total leave allowance during any calendar month shall not exceed Rs. 18 in the case of either of the officials.

Cf G O no 3416/  
X-T-62, dated  
29th June 1997

**1416.** The intention of article 1073 of the Civil Service Regulations is that the *bond fide* railway fare actually paid by an inferior servant should be refunded by the State, and that in addition to the fare he should be granted any daily allowance to which he may be entitled under the general rules

cf G G O (F.  
and C) no 2237P.  
dated 11th May 1825.

entitled to daily allowance

**1417.** Travelling allowance is admissible to jamadars, peons, orderlies, daftris, &c. who accompany gazetted officers on tour or travel on any government work provided that a certificate to the effect that the journey was on duty is furnished by the gazetted officer concerned. Process servers, however, will not be eligible for the allowance, and officials attached to tahsils are not affected by these orders.

Cf G O no 2844  
X-T-11, dated  
18th July 1908

**1418.** All members of the mental establishment attached to camps of Inspectors and assistant inspectors of schools who draw salaries from Rs 6-4-0 to Rs 8 per mensem, inclusive, are entitled to daily allowance of 1½ annas. All who draw above Rs 8 per mensem are entitled to an allowance of two annas per diem.

Cf G O no 3201/  
X-T-29, dated  
29th May 1882

## TRAVELLING ALLOWANCE.

G G G O (H  
D) no 615 dated  
13th May 1908

**1419.** All police officers in the United Provinces of and below the rank of sub-inspector shall draw daily allowance, at the rates admissible under the Civil Service Regulations, for all journeys on duty of more than 15 miles from their own head quarters, provided that in the case of officers attached to a police station the place to which they travel is beyond the limits of the police station

G G G O (F  
and C) no 643,  
dated 30th Apr  
1894

In special cases where a police officer is required to make a quick journey by road the Local Government may, on being satisfied as to the necessity for the journey and the insufficiency of the allowance ordinarily admissible permit him to draw his actual reasonable expenses

G G O no  
10,8/X-T-57, da-  
ted 22nd Feb  
1896

**1420.** Subordinate police officers accompanying magistrates and gazetted officers on tour are on "escort duty," as they are in charge of government property, such as tents, records &c, which magistrates and gazetted officers carry with them on tour

## C—Exemptions from the ten days' rule

G G O no  
1013/X-236, da-  
ted 14th Feb 1896

**1421.** Sessions Judges when holding sessions at a station which is not their head quarters are exempted from the operation of article 1056 of the Civil Service Regulations, on occasions of halts of upwards of 10 days, on condition that, whenever halting allowance is claimed for more than 10 days an allowance of Rs 5 a day only shall be drawn for the whole period of the halt

In the 2nd clause of paragraph 1421—

Sessions Judge engaged on sessions  
ation of article 1056 on occasions

G G O n  
1746/X-T-8 dated  
clause of paragraph 1421, 4th line, for  
and cancel the last sentence

accompanying a Sessions Judge on tour,  
dition-  
Regula-  
apply to

G G O no.  
2,35/X-76, dated  
23th Apr 1907

**1422.** All  
Halts in excess of 10  
days

Civil Service Regulations in the particular cases of officers subordinate to them and up to a limit of thirty days, where they are satisfied (a) that a prolonged halt was necessary in the interests of the public service and (b) that such halt necessitated the maintenance of camp equipage (i.e. the apparatus for moving a camp) or, where no camp equipage was maintained, entailed extra expense on the officer after the first ten days

It is open to them to lay down any limits or conditions which they may think fit to impose, for instance they may consider it right in making an exemption to reduce the full daily allowance admissible under rule or may grant an allowance for a certain number of days only, so many as they may deem proper in each case

Th  
rule  
cases

option from this  
even in those rare  
a real claim to

G G G O (H  
D) no 131, dated  
8th Aug 1894

**1423.** Forest officers, whether belonging to the superior or to the subordinate staff, who may be deputed to attend the course of theoretical instruction at the forest school cannot draw halting allowances while at Dehra, which must be considered as their head quarters for the time being

C/ G O  
3286/X-400, dat  
15th Oct 1902

*D—Carriage of horses and camp equipment by rail*

**1424.** The power of sanctioning the carriage of horses, camp equipment, bicycles, &c, by rail, conferred by article 1000 of the Civil Service Regulations, may be exercised by—

to him "after the  
riment" to item (u) of  
C/ G O no. 1870/  
113, dated 19th  
April 1913

- (u) the Superintendent, Civil Veterinary Department—  
(uu) the Sanitary Commissioner in respect of officers of the Indian Army when employed in plague preventive measures—  
subject to the limitations that—

(a) sanction must be obtained *before* the despatch of the horse or camp equipment by rail,

(b) sanction may not be given (in respect of any recovery of freight charges—)

Civil Hospitals in respect of the chief  
C/ G O no. 206 To be added a  
XVIII-450 dat clause (iv) in para  
19th Dec 1911 graph 1424.

deputy  
officer, in  
camp equipment  
on special grounds to be  
expenditure

it may sometimes be necessary for the head of a  
the issue by him of orders deputing or transferring an  
a recovery by the latter of the cost of sending his horse and  
in ordinary cases the sanction should not be given except  
by the officer under orders of transfer, before he incurs the

C/ G O no. 1393T.R.  
dated 23rd March  
1900

C/ G O no.  
2209/X-185, dated  
24th Apr 1900

**1425.** The Opium Agent has been empowered under article 1000 of the Civil Service Regulations to sanction the recovery by officers of the Opium department of the actual cost of carriage of horses and equipment sent by rail or steamer, subject to the limitations that (1) sanction must be obtained *before* the despatch of the horse or camp equipment by rail or steamer, and (2) sanction may not be given (in respect of any one journey) to the recovery of freight charges in excess of the scale noted below—

C/ G O no. 755  
X-51, dated 18th  
March 1911

			Camp equipment	Horses
Opium agent	..	..	35 maunds	3
Sub-deputy opium agents	..	..	25 "	2
Assistant "	..	..	20 "	1

**1426.** An officer entitled to the concession in article 1098 (a), Civil Service Regulations, may be allowed the cost of carriage by goods train or cargo steamer of his personal effects, within the limits of the prescribed

Cost of carriage of  
personal effects.

of G G O (H  
D) no 615 dated  
13th May 1908.

**1419.** All police officers in the United Provinces of and below the rank of sub inspector shall draw daily allowance, Travelling allowance of subordinate police officers at the rates admissible under the Civil Service Regulations for all journeys on duty of more than 15 miles from their own head quarters, provided that in the case of officers attached to a police station the place to which they travel is beyond the limits of the police station

of G G O (F  
and C) no 643,  
dated 30th Apr  
1894

In special cases where a police officer is required to make a quick journey by road the Local Government may on being satisfied as to the necessity for the journey and the insufficiency of the allowance ordinarily admissible permit him to draw his actual reasonable expenses

of G G O no  
1008/A—T-57, da-  
ted 2nd Feb  
1896

**1420.** Subordinate police officers accompanying magistrates and gazetted officers on tour are on "escort duty," as they are in charge of government property, such as tents, records &c, which magistrates and gazetted officers carry with them on tour

*C—Exemptions from the ten days' rule*

of G G O no  
1013/A—295 da-  
ted 2nd Feb 1896

**1421.** Sessions Judges when holding sessions at a station which is not their head quarters are exempted from the operation of article 1056 of the Civil Service Regulations, on occasions of halts of upwards of 10 days, on condition that whenever halting allowance is claimed for more than 10 days an allowance of

Rs 5 a day only shall be drawn for the whole period of the halt

In the 2nd clause of paragraph 1421  
days"

sions Judge engaged on sessions  
ation of article 1056 on occasions

of G G O no  
1746/X—T-8 dated

clause of paragraph 1421, 4th line, for  
dence the last sentence

of G G O no  
235/A—76 dated  
20th Apr 1909

**1422.** All

Halts in excess of 10  
days

Civil Service Regulations in the particular cases of officers subordinate to them and up to a limit of thirty days where they are satisfied (a) that a prolonged halt was necessary in the interests of the public service and (b) that such halt necessitated the maintenance of camp equipage (i.e. the apparatus for moving a camp) or, where no camp equipage was maintained entailed extra expense on the officer after the first ten days

It is open to  
think fit to im-  
exemption to re-  
grant an allowance for a certain number of days only, so many as they may  
down proper in each case

rule  
case  
consideration.

option from this  
even in those rare  
a real claim to

of G G O (H  
D) no 1746 dated  
8th Aug 1894



scale, however such effects may be carried, i.e. whether by goods train or passenger train, or otherwise.

*E.—Controlling officers.*

Cf. G. O. no.  
2762, dated 17th  
Nov 1883

**1427.** In the case of subordinate officers, the controlling officer, such as the Commissioner or the head of the department, and in the case of gazetted officers, the Local Government, is the "proper authority" for the purpose of article 1039(b) of the Civil Service Regulations.

Interpretation of the words "under proper authority" in article 1039 (b) of the Civil Service Regulations

**1428.** The following travelling allowance bills are to be countersigned by the officer shown against each. The countersigning officer is held personally responsible for examining the bills and must not delegate the duty of countersignature to any of his subordinates.

Certain travelling allowance bills, by whom to be countersigned.

Class of bill.	Countersigning officer.
Salaries and deputy collectors and ministerial collectors.	Collector
Commissioner of Excise	Commissioner.
Sanitary Commissioner.	
Malania Officer.	
Magistrate	
Inspector General of Civil Hospitals.	
Inspector General of Registration.	
Inspector General of Prisons.	
Inspector of Jails.	
Department of Land	Director of Land Records and Agriculture.

State the following for the Government at Railway Police Column 2 of the statement

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To be inserted new items

Officers serving directly under  
vator of Forests  
Other gazetted officers of the fore  
ment  
Deputy Inspectors General in ol  
ranges  
Deputy Inspector-General, Railway  
Assistant to the Inspector General d  
Assistant to the Deputy Inspector  
Railway and Criminal Investigat  
ment  
Gazetted and subordinate offic  
government railway police  
Establishment accompanying  
spectors General on tour  
Gazetted and subordinate offic  
police department within their distr use

Means to be employed  
in checking road distan  
ces in travelling allow  
ance bills

- (i) maps,
- (ii) local knowledge of the officers countersigning and passing the bill, and
- (iii) in doubtful cases ascertainment of actual measurement as recorded in public works department or other records

**1431.** With reference to travelling allowance claimed under the Civil Service Regulations for occasions on which the daily allowance is exchanged by ministerial officers and menial servants on tour for mileage, controlling officers should bear in mind that actual expenses only should be passed, that the maximum prescribed in the rule is not regarded as a standard scale of expenditure, and that to secure the observance of this proviso all bills of this description should be carefully scrutinized, and the correctness of the charges verified, more especially in cases where the maximum is claimed.

Controlling officers should see when passing travelling charges of this kind, that officers proceeding on tour do not take with them more officials than are absolutely necessary.

**1432.** A police constable travelled from Bareilly to Pilibhit and back, a distance of sixty miles, and charged his actual expenses, namely twelve annas. The Inspector General of Police corrected the bill and allowed him Rs 3 12 0, that is, one anna a mile for the whole distance travelled, or five times the actual expense incurred.

G O no 2871/  
7, dated 18th

*Of G O no 2358/  
X-20, dated 8th  
Octobr 1913*

substitut  
the last en  
as in the list with  
paragraph 1428 on  
page 49

Cf G G O  
& C ) no 2835,  
ted 1st Sept 18!

Cf G O  
2924/V-22 da  
23rd June 1906

Cf G O I  
3922/X-T 7, dat  
26th June 1888 as  
no 2/X-T-16  
dated 2nd Ja  
1888

cf G O no  
2031/X-240, date  
21st June 1894

## TRAVELLING ALLOWANCE.

The Local Government decided that the constable was entitled to the latter allowance under article 1065 of the Civil Service Regulations, but that the Inspector General of Police was under no obligation to amend the bill and would be requested to abstain from such action in future.

## Chapter LXXIII.—Treasuries and treasury officers.

**1433.** No covenanted civil servant should be placed in charge of a district treasury, except for the purpose of training, as provided in paragraph 1436 or as a strictly temporary measure, pending the arrival of a deputy collector appointed to the post

Administration of district treasuries

G. G. O. (F. & C.) no. 355 dated 18th Jan 1887

**1434.** The charge of district treasuries should be entrusted to deputy collectors, but may be combined with such definite charge of magisterial, revenue, municipal, or other work as may not be incompatible with the efficient performance of the primary duty of treasury administration

The deputy collectors entrusted with the charge of treasuries should be, as far as possible, officers selected from among the whole body of deputy collectors for acquaintance with or aptitude for accounts which they may have evinced, and though rising in the general graded list of deputy collectors, they should ordinarily be employed on treasury duty at one station or another, and thus gradually become the trained and experienced agency which is desired

Officers in charge of treasuries should not be in any inferior position, as regards prospects of promotion, to others in the graded list who may be differently employed, and efficiency in treasury management should not be overlooked

**1435.** Except as provided in the following paragraph no deputy or sub deputy collector should remain in charge of a district or sub divisional treasury unless he has passed the departmental examination according to the higher standard, and has also been not less than three years in the service of the Government

**1436.** In order to ensure a better acquaintance with the system of treasury accounts, and of the revenue accounts—

(i) An examination in treasury and local fund accounts and in departmental revenue accounts shall form a part of the test obligatory on all assistant and deputy collectors or other officers at the departmental examinations according to both the lower and higher standards. The scope of the questions at the former will necessarily be somewhat elementary but at the latter the candidate should be required to exhibit a satisfactory general acquaintance with the whole system of accounts as prevailing in the province in which he is employed. A paper of questions on treasury and local fund accounts set by the Accountant General, should form a part of the examination under each standard

(ii) Every "covenanted" officer or deputy collector shall, until he has passed the higher departmental examination be placed for purposes of training, in charge of a district treasury under the general supervision of the deputy collector ordinarily in charge or some other competent officer on the spot, for a period not less than six weeks or more than two months in each year. A certificate from the Collector that the officer in training has, under these provisions, duly attended to and satisfactorily discharged the duties of treasury officer shall be indispensable to the examinee being declared to have passed any departmental examination.

**1437.** Collectors of districts are not to consider that by virtue of the foregoing arrangements for the immediate charge of treasuries their own responsibility is in any sense diminished

## Chapter LXXIV.—Miscellaneous.

Definition of the term  
head of a department

**1438.** For the purpose of the Civil Service Regulations and Civil Account Code heads of departments include—

Cf G O no 292  
X-84 dated 26  
Jan 1901

High Court.  
Bishop of Lucknow.  
Board of Revenue.  
Judicial Commissioner  
Commissioners of Divisions  
Commissioner of Excise  
Director of Land Records and Agriculture  
Inspector-General of Civil Hospitals  
Director of Public Instruction  
Inspector-General of Police  
Prisons

Accountant-General  
Legal Remembrancer  
Sanitary Commissioner,  
Superintending Engineers  
Sanitary Engineer  
Agents to the Lieutenant Governor for  
Rampur and Tehri.  
Registrar Co-operative Credit Societies  
Conservator of Forests, Eastern Circle  
Western "  
Inspector-General of Registration.

**1439.** So long as no interest is given or taken public officers may leave portions of their salary in the treasurer's hands till required, provided that a pass book is maintained in which all deposits and withdrawals are initialled at least once a month by the treasurer or representative, and also by the depositor

Cf G O no 2065  
X-N-2 dated 9th  
May 1894

acceptance of fees by  
government officers  
appointed as univer  
sity examiners

**1440.** The acceptance of fees by government officers appointed as examiners by the authorities of any university in British India has received the general sanction of the Government

Cf G O no 2937  
X dated 29th Nov  
1910

**1441.** The 'extra privilege leave,' granted under the Civil Account Code to government servants to enable them to proceed to the Pasteur Institute at Kasauli for

Cf G O no 2898  
X-290-1, date  
15th July 1909

concessions to certain  
suffering by rabid

been given discretionary power  
journeys by road to officers  
in article 1002 of the Civil  
Pasteur Institute for anti rabid

Cf G G O (H D)  
no 419/429 dated  
the 6th April 1911

(16) To be insert-  
ed after paragraph  
1441

**1442.** Accommodation at Kasauli is limited and difficulty is experienced in housing the numerous patients who visit the Pasteur Institute. It is therefore desirable when concessions are granted to persons going to the Institute under the Civil Account Code, to

Cf G O no. 3581,  
X-290-1, date  
13th Sept 1907

difficulties at Kasauli  
at house accom  
modation

concur the taking of attendants except in cases where their services are  
or who takes leave from foreign service may be held  
for purposes of pay and promotion not to revert  
to service unless and until he actually rejoins  
employment in British service

Cf G G O no  
(F D) nos 4994-P  
and 1103-P, dated  
the 14th August  
1907 and the 4th  
March 1910 res  
pective y

(17) To be substi-  
tuted for paragraph  
1443

the date of reversion in the ordinary course  
of the combined leave.

C/ G G O (H D)  
no 52 2035, dated  
7th Nov 1878

**1444.** In the case of the death or incapacitation for duty of an agent of a branch of the Bank of Bengal the Collector should, in cases of stringent necessity, and subject to his own discretion in each case,—

Instructions in case of the death or incapacitation of an agent, Bank of Bengal

(a) go personally (or if he is in camp, one of his covenanted assistants will go) to the Bank, take over the keys of the strong room and other receptacles of treasure, notes or books, and see that the strong room is properly secured. He will also direct the guard to report to himself,

(b) telegraph the occurrence the head office of the Bank, Calcutta,

(c) arrange for the due transaction of the government business entrusted to the Bank. He will abstain altogether from the Bank's private business

C/ G O no 4736/  
X—872, dated 5th  
Nov 1885

**1445.** In the case of municipal and cantonment fund investments, Investment of funds both of which belong to the class known as held in trust by public officers

municipal investments

Commissioner of the division will ordinarily be associated with the district officer, while in the case of cantonment fund securities (regarding which a reference to the Government of India will generally be necessary) the and the are not classes district

officer In the case of police investments such as the remount fund, the Inspector General and one of the Deputy Inspectors General should be registered as joint holders. In the case of investments on account of minors and such persons the Commissioner should be associated with the district officer, except where the minor is also a ward of court, in which case the Board of Revenue should be referred to, both as to the names in which registration should be made and as to alienation. Where the consent or concurrence of the civil courts is necessary, the necessary reference should be made

Miscellaneous investments } such as those of the Bahrach poorhouse both as be held

C/ G O no. 6370/  
X—292, dated 10th  
Nov 1893.

**1446.** Civil disbursing officers are instructed to see that all claims on account of military expenditure are paid as soon as incurred and that all payments are at once brought into their accounts.

Prompt accounting for and recording of military expenditure

C/ G G O (F &  
G) no. 1732, dated  
11th Nov 1891 and  
O O no. 314/17—  
A R—32, dated 21st  
Jan 1892

**1447.** No public officer who is supplied with funds from the public treasury, or who, in the exercise of his duty, receives money on the part of the Government, either in deposit or as revenue, shall open an account with a bank in respect of such funds or money without the previous consent of the officer to whose audit he is subject.

Ex officio banking account not to be opened and money not to be drawn in advance of actual requirements

Every disbursing officer should reduce to the utmost his demands upon the public treasury, and not draw money in advance of his requirements. This applies as much to an officer who has a drawing account with a presidency bank as to one who has a treasure chest.

The practice of drawing money from the treasury towards the close of a financial year to meet expenditure to be incurred in the following year is irregular and must be strictly avoided.

**1448.** When a military pensioner is convicted and sentenced to imprisonment in a criminal court, the facts of the case should be reported without delay direct to the General Officer Commanding the Division in view of action being taken as to whether the pension should

Procedure when military pensioners are convicted of offences

be forfeited wholly or only for the period of imprisonment or whether it should be reduced in amount. The report should contain information regarding the nature and circumstances of the offender's crime and the amount of imprisonment to which he was sentenced.

When a convict is found to be a military pensioner without the fact having been made known to the convicting magistrate, the superintendent of the jail should report the circumstance to the Magistrate of the district, who will then follow the procedure above.

**1449.** Before exercising the powers authorizing persons to cut or break silver coins, conferred upon them by sections 16 and 20 of the Indian Coinage Act, 1906, Local Governments should consult the Comptroller-General.

**1450.** All counterfeit coins and implements transmitted to treasuries by courts in these provinces, in connection with cases coming before them under sections 517, 523, and 524 of the Criminal Procedure Code, shall be forwarded monthly by the treasuries to the Inspector General of Police and by the latter to the Mint, together with a copy of the description of the case furnished to the treasury by the court concerned.

**1451.** A register of counterfeit coins is maintained at all registered banks and at treasuries and sub-treasuries. Monthly extracts are forwarded from the banks to District Magistrates. Officers in charge of treasuries and sub-treasuries should allow police inspection of the register at suitable intervals.

**1452.** All cases of forgery of currency notes should be reported immediately by the District Magistrate or other officer who first obtains information concerning them direct to the Deputy Commissioner of Paper Currency, Cawnpore, on the completion of the police or magisterial enquiry into the case. A further full report together with the forged note should also be forwarded. If the enquiry be likely to be prolonged, the

Paper Currency in the currency or that the facts present any feature of unusual importance the officer concerned will be asked to forward the note for inspection and any action that may be

Cf G G O (H P) no 16/1182, dated 8th July 1887, and G O no 8826/X-684 dated 23rd July 1887  
Cf G O no 4963 (4)/N-P 304, dated 8th Sept 1897

Cf G G O (Fin D) no. 4321 A, dated 25th Aug 1909

Cf G G O (F & G) no 1001A, dated the 21st Feb 1901, and G O no 2364/X-14 24, dated 21st May 1901

Cf G O no 3001/X-14-25, dated 9th July 1901

Cf G O no. 478/X-319, dated 3rd Feb 1899

necessary Such notes will be immediately returned by the currency officer for the completion of the enquiry Reports will be made by the Head Commissioner to the Local Government when special police measures are required

**1453.** All drafts on England for public purposes required by go

Drafts on England

vernment officials should be procured through the Accountant General and be made payable not to private agents but only to the persons from whom goods are obtained But district boards should for the future purchase such drafts direct from the Agent of the Bank of Bengal at Allahabad The Agent of the Bank has agreed to issue sterling drafts at the Calcutta rates advised to him He will make no charge for commission but only a charge for the actual amount of postage incurred and will accept payment by remittance transfer receipt

*bond fide* public purposes

Rules for calculating the capitalized value of permanent periodical payments to or by the Government

**1454.** Permanent periodical payments whether to or by the Government may, subject to standing orders be capitalized as follows —

(a) when the payment is to the Government, the single payment should be not less than thirty times the annual amount

(b) when the payment is by the Government the single payment should not be more than twenty times the annual amount

*Note*—These rules apply only to cases of actual commutation of payment

When land has been acquired for a public purpose the amount of remission of land revenue is 25 times the annual revenue remitted

Contracts and agreements involving liabilities on the part of the State

**1455.** The rules regulating the power of the Government of India and Local Governments to enter into or sanction contracts and agreements involving liabilities on the part of the State are

contained in appendix 34

C/ G O no 35  
and 4529/X—12  
dated 8th July 1880  
and 18th Dec 1905

C/ G O (F &  
C) no 3744—A  
dated 24th Aug  
1899

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XI.  
Municipal Department.

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## XI.—MUNICIPAL DEPARTMENT.

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## XI.—MUNICIPAL DEPARTMENT.

### Chapter LXXV.—Act XX Towns.\*

**1501.** The official control of Act XX towns should in all cases be made over to sub-divisional officers, subject only to the general supervision of the district officer.

C/ G O no 2865/  
XI—640D dated  
15th Aug 1910

**1502.** The amount which the magistrate may determine to raise under section 9 of Act XX of 1856 for the purposes specified in section 36, that is, for cleansing, lighting or otherwise improving the towns, shall not ordinarily exceed the sum of the amounts raised for the other purposes named in section 9, i.e. the pay of chaukidars, jamadars and inspectors, and tax collectors and other establishment, the cost of contingencies and losses from defaulters. All applications for sanction in exceptional cases to an assessment slightly in excess of the standard will be disposed of by the Commissioner.

C/ G O no 2534/  
XI 102A, dated 9th  
July 1904

In fixing the limit of the assessment it should be noted that in the case of a tax on circumstances the annual assessment on any one house may not exceed the annual pay of a chaukidar of the lowest grade

**1503.** Fines inflicted under the Gambling Act, 1867, on persons convicted of gambling within towns to which Act XX of 1856 applies shall be credited to the funds constituted for such towns.

C/ G O no 2025/  
XI—674A, dated  
27th Aug 1894.

**1504.** District Magistrates may determine, on their own authority and without reference, the number of chaukidari police to be entertained in towns administered under Act XX of 1856 (within the limit prescribed by law), and may make such changes as they deem expedient, reporting any action thus taken to the Inspector-General of Police.

C/ G O no 1676,  
dated 26th Sept.  
1876 and no 61A.,  
dated 10th Sept.  
1877.

**1505.** Budgets for towns administered under Act XX of 1856 shall be submitted to the sub-divisional officers to whom the control of the towns has been made over and the estimates should be carefully examined by these officers. The cost of the proceeds of the Rs 120 per annum, and contingencies.

C/ G O no 6A.,  
dated 9th Apr 1873,  
no 290, dated 26th  
July 1883, and  
no 402/XI—640D,  
dated 13th Feb.  
1911.

In disposing of the surplus after the police and collection charges have been defrayed, it should be seen that a fair provision is made for conservancy, and the balance should be utilized primarily on works of sanitary improvement. When drains, roads, &c., have been constructed, tanks cleared or deepened, and objectionable pits filled up, such works as sarais, dispensaries, &c., may be taken in hand

As a general rule it is advisable to spend the income realized within the year.

\* Note.—The orders and rules concerning municipalities and not local areas are published in separate manuals.

Cf G O no 21A  
dated 6th Aug 1875  
no 95 O dated  
24th Dec 1877 and  
no 403/XI—640D,  
dated 13th Feb  
1911

**1506.** At the close of the official year each sub-divisional officer shall submit to the District Magistrate a return of income and expenditure for each town under his control he administration of the year e report of each district and officers

In passing orders on these reports District Magistrates are requested to keep their attention specially directed to the necessity of preventing

supervision is exercised by the Magistrate

Cf G O no 249/  
XI—163 dated 9th  
March 1887

**1507.** To ensure that proper control is exercised over the funds of a town under Act XX of 1856, a system should be generally adopted of—

- (a) foil and counterfoil receipts,
- (b) regular payment of money, at stated intervals, into the treasury or sub treasury, the counterfoils being duly looked into on such occasions,
- (c) periodical examination of accounts (such as comparison of counterfoils with registers) by some responsible official.

District Magistrates and sub divisional officers should in future take care that on the three important points above referred to, the system is effectively organized

Foil and counterfoil receipts may with advantage, be made universal; and this check at all events should be insisted on Regular payment of money into the treasury or sub treasury must be required No definite term for this purpose can be laid down for all cases; but no term should be of greater extent than a fortnight whatever the amount of the collections be Tahsildars and naib tahsildars should take the opportunity, as frequently as possible, of examining the accounts of each town In the case of tahsildars visits to Act XX towns would probably be on special occasions, but the naib tahsildar should go regularly and inspection by one of the two officers should not be less than quarterly

*Notes*—See also paragraphs 1316 to 1318

Cf G O no 2473  
—XI/435D dated  
10th Aug 1906.

**1508.** Under the rules contained in the Civil Account Code sanction to overdraw the accounts of an Act XX town in the treasury can only be given when accompanied by a grant of funds from provincial revenues and may only be given when the overdraft is unavoidable Overdrafts have at times occurred owing to unnecessary delay in the assessment and collection of the house taxes or to want of provision in framing the budget of the year Magistrates, therefore, should note that—

- (i) the assessment of the tax should be completed and notified in the month of March for the year beginning in April,
- (ii) under section 19 the old assessment stands good and collections may be made on it until a new one is made, and
- (iii) the closing balance of the fund each month should be left equal to the sum to be paid to the establishment on the first of the following month.

The Government will not sanction an overdraft except in such circumstances that it is really unavoidable.

**1509.** As regards the security to be taken from tax collectors or darogahs in Act XX towns the rules contained in the Board's circulars relating to the security to be taken from public accountants should be followed, so far as may be applicable.

**1510.** Houses in towns should be permanently numbered. The magistrates should arrange for giving effect to the scheme, the cost being met from town funds.

*C. J. G. O. no. 561,  
dated 29th Sept.  
1880*

## Chapter LXXVI.—Cantonments.

## A—Boundaries.

**1511.** When it is necessary to publish a description of the bound-

Notification of canton  
ment boundaries

aries of a cantonment, or to notify any alteration in the description of a cantonment boundary which has been published, the local military authorities shall convene a committee as prescribed in Army Regulations, India, volume II, for the purpose of defining the boundaries of the cantonment. The plan and description of the boundaries so determined shall be submitted to the General Officer Commanding the brigade, who, if he concurs in the description proposed, will forward the papers to the General Officer Commanding the Division concerned. The General Officer, if he agrees in the proposals, shall then transmit the papers, with his opinion thereon, to the Local Government, or the chief political authority in the district adjoining the cantonment area, as the case may be.

After having settled any doubtful points involved in the case in communication the Division, the Local Government, the District Officer, or the chief political authority shall submit the proposals to the ( )

*Note*—When the boundary of any cantonment is modified, a fresh notification and complete definition of the limits of the cantonment should be published in supersession of the previous notification detailing all the revised boundaries of the cantonment. [Vide G O O (M W), no 1693 dated 23rd May 1902]

**1512.** When land is being taken up under the Land Acquisition Act for the formation of a new cantonment or the extension of an existing one, the boundaries of the cantonment can be satisfactorily defined, and a description of them published at that stage of the proceedings which is indicated by section 16 of the Act, viz when the Collector carrying out the acquisition of the land has made an award of compensation to the owners under section 11, and the land has been taken possession of by the civil authorities and handed over to the military department.

*Note*—No certificate from the civil authorities that all claims to the land taken up have been settled is necessary.

## B—Taxation and exemptions from taxation.

**1513.** Proposals for new taxes, or for altering those in existence, shall be made by the cantonment authority to the General Officer Commanding the Division for the consideration and orders of the Local Government. (Cf. article 58 of the Cantonment Code)

The cantonment authority may refer the proposals beforehand to the Magistrate of the district, and this will ordinarily be desirable in the case of proposals connected with octroi taxation.

When the proposals are accepted by the Local Government and when the sanction of the Government of India has been obtained, the result will be intimated by the Local Government to the General Officer Commanding the division, and will be notified in the gazette.

**1514.** With reference to section 15, sub section (1) of the Cantonments Act, 1910, cantonments should ordinarily follow municipalities in

Cf G G O (M  
D) no 1144M W,  
dated 10th Apr.  
1900

Cf Q M G's  
circular no 8, dated  
21st Apr 1892

G O O no 8101,  
dated 6th Sept.  
1892.

G O O O (M  
D) no. 1442 G. Ca-  
ted 19th Aug 1900

the matter of taxation. It is considered undesirable, if not absolutely illegal, to sanction for any cantonment a form of taxation not already permitted in some municipality within the same province.

In all proposals for imposing fresh—or revising existing—taxation in cantonments, information should invariably be furnished as to the nature and rate, of the taxation in force in the municipality adjoining the cantonment concerned.

C. G. O. no 734/  
XII—3380, dated  
3rd June 1891.

**1515.** In case buildings and lands in the occupation of the Government are liable to a tax on building and lands the imposition of such a tax in a cantonment, the whole area of which belongs to the Government, and which practically contains no buildings except barracks, godowns, and officers' quarters, the property of the Government, must depend upon the extent to which the occupiers are liable, it being remembered that even a tax upon property may be, and generally is, payable by the occupier by contract with the owner.

C. G. O. no 554/  
XII—4330, dated  
15th May 1894.

**1516.** As the taxes levied in a cantonment are practically levied for the benefit of the Government, which has to provide for any deficit there may be in the cantonment fund, no tax payable by the Government should be levied. If the tax imposed on buildings and lands is payable by the owner, such buildings, &c, ought not to be exempted, unless they are the property of the Government, or by the occupier and the occupier is the Government, as in the case of barracks, godowns and parade grounds, they should be exempted.

**1517.** In the case of officers' quarters, the property of the Government, if either by the terms in which the tax is imposed, or by the arrangement between the Government and the officer, the tax is one which falls on the officer, he should pay it, but if it is a tax payable by the owner, the Government, as owner, is exempted.

**1518.** In every cantonment in British India in which a tax on buildings which is payable by the year or by instalments has been imposed, all buildings which have not been occupied or productive of rent shall be exempt from payment of the said tax in the cases and to the extent hereinafter stated, namely:—

(a) When any such building as aforesaid has remained unoccupied and unproductive of rent throughout the year, or the period in respect of which any instalment is payable, such building shall be exempt from payment of the said tax or instalment for the said year or period, as the case may be.

(b) When any such building as aforesaid has not been occupied or productive of rent for any period of not less than thirty consecutive days, such building shall be exempt from payment of so much of the said instalment as is proportionate to the number of days during which the building has not been occupied or productive of rent:

Provided that no such exemption shall be made unless notice of the circumstances under which it is claimed has been given to the cantonment authority within the first fourteen days of the period of which it is so claimed.

C. G. O. no 111/  
XII—4330, dated  
15th May 1894.

**1519.** The burden of proving the facts entitling any person to claim relief under this notification shall lie upon him.

Cf G G O  
(A D) no 50 dated  
20th Jan 1911.

**1520.** In every cantonment in British India in which a tax on buildings is for the time being imposed, the following classes of buildings have been exempted from the payment of the said tax, namely—

- (1) every building used exclusively as a place of public worship,
- (2) every sarai, dispensary, or hospital, which is maintained for the purpose of giving relief to indigent persons, and
- (3) every building used as a school, provided that such school is recognized by the local educational authorities and is not conducted for private profit.

Cf G G O (M  
D) no. 215 dated  
15th Feb 1898

**1521.** For the purposes of the notifications in paragraphs 1518 and 1520—

(a) the expression 'tax on buildings' shall be deemed to include—

- (1) every tax imposed on a building whether jointly with any land or as forming part of a holding or otherwise,
- (2) every tax imposed on the rental of a building or holding, and
- (3) the whole of every consolidated tax imposed for general or mixed purposes,

but it shall not include—

- (4) any tax separately imposed for any service which continues whether a building is occupied or unoccupied, or
- (5) such portion of a consolidated tax as the cantonment authority, with the sanction of the General Officer Commanding the Division may declare to be deemed to have been imposed for any such service as aforesaid,

and for the purpose of paragraph 1518—

(b) neither the presence of a caretaker nor the mere retention in or otherwise use of a building as a dwelling, or the furniture habitually used

Cf G G O (M  
D) no. 827, dated  
31st Aug 1911

productive of rent if let to a person for the purpose of the station thereof, whether it is

*Note.*—In every cantonment in British India in which any tax upon persons owning or occupying buildings, hold ings or lands within a cantonment, according to their circumstances and property, which is payable by the year or by instalments, has been imposed, the value of any building holding or land which would, under the above orders, by reason of such building holding or land being unoccupied or unproductive of rent be wholly exempt from a tax on buildings shall be wholly disregarded, and in the case of buildings, holdings or lands which would be partially exempted from such tax on buildings as aforesaid a proportional part only of such value shall be taken into account

**1522.** The following classes of persons are exempt from the payment of water rate or water tax in cantonments,—

- (a) military sub assistant surgeons and their families,
- (b) all British and native troops and their families,
- (c) all followers, whether regimental or departmental, paid by the Government, and their families, including the grass-cutters of *sildadar* cavalry regiments;

Cf G G O (M  
D) no 84 dated  
31st Aug 1911

Cf G G O (M  
D) no. 215 dated  
15th Feb 1898

Exemptions from water tax.

(d) commissioned officers holdings honorary rank, and departmental warrant and non-

and their families,

(f) warrant and non-commissioned officers on the Indian unattached list not in departmental employ, including their families.

*Note*—and others quarters pro quarters are tax should be paid whether the water is supplied by house connection or by means of public standposts

Exemptions from latrine taxes

**1523.** The following persons are exempted from the payment of latrine fees in cantonments:—

Commissioned officers  
Sub-assistant surgeons  
Hospital assistants  
Native doctors  
Warrant officers  
Non-commissioned officers  
Hospital attendants of any class.  
Trumpeters  
Buglers  
Drummers.

Music ans.  
Sold ers  
Unattached recruits  
Lascars  
Mahouts.  
Drivers  
Farriers.  
Syces.  
Grass-cutters.  
Artificers.

Drivers and artificers of the Supply and Transport department.

Dooly-bearers are not exempt.

*Note*—The term "latrine fees" refers to a personal tax per head payable for the use of public latrines, and not to any conservancy tax levied for the cleansing of private latrines.

Exemptions from conservancy tax

**1524.** All authorized army followers and their families are exempt from the payment of a cantonment conservancy tax.

**1525.** All warrant officers, non-commissioned officers, and soldiers of the regular forces are exempt from the operation of any tax imposed on cycles in any cantonment in the United Provinces.

Exemptions from tax on cycles

Exemptions from octroi on green fodder.

**1526.** Green fodder brought into a cantonment for the exclusive and direct use of any native *altidar* cavalry regiment is exempt from octroi duty.

# C.—Miscellaneous.

**1527.** The Secretary to the cantonment committee in cantonments where there is such a committee, and the Officer Commanding the cantonment, where such a committee has not been constituted, are the officers empowered to execute contracts for the classes of instruments specified in section 59 of the Cantonment Code.

Execution of contracts under section 59 of Cantonment Code.

**1528.** So long as they are unimportant in amount, the proceeds of royalties on mines and quarries within cantonment limits shall be credited to cant funds; but when materials are required for

If residing, not as a matter of convenience but under the rules of their service, in quarters provided rent free by the Government.

Cf. G. G. O (M. D.) no. 16850, dated 14th July 1900.

Cf. G. G. O (M. D.) no 7310, dated 25th Apr. 1898.

Cf. G. G. O (M. D.) no. 191, dated 26th Feb 1892.

Cf G O no. 1979/ XII—4850, dated 20th Dec 1894

Cf. G. G. O no 274, dated 17th Apr. 1903.

Cf. G. G. O (M. D.) no. 53, dated 21st Jan 1898  
G. O no 620/AM—545D, dated 18th March 1902

Cf. G. G. O. (M. D.) no. 164, dated 15th Feb. 1895.

Cf. G. O no. 2237/ XII—410E, dated 30th Nov. 1899

Cf. G. G. O no 776 and 4101, dated 26th May 1890 and 18th Feb 1897

any public purpose from quarries within cantonment limits no royalty shall be levied, or charge of any kind made, by the cantonment committee on such materials.

**1529.** Under section 221 (1) of the Cantonment Code, 1899, forms

(obtainable at the Government Press) have been prescribed for the registration of all births and deaths occurring in a cantonment. Every birth or death occurring in the whole population of a cantonment whether military or non-military, and whether European or Eurasian, will be recorded in the monthly summary (abstracted) forwarded to the civil surgeon of the cantonment at the close of the month to which it refers.

*Note.*—In column 1 of form B, the figures of the population of the last preceding census should be entered. But any appreciable difference in the population during an intercensal period may be indicated by supplementing figures with a note of explanation.

**1530.** All lands in cantonments to which the provisions of the Cantonment Code, 1899, apply, &c., should be submitted to the Government of India in the Army department for sanction through the local military authorities only. The opinion of the Local Government on all such proposals should be recorded (*cf.* Army Regulations, India, volume XII, paragraph 52).

*Cf.* G. O. no. 1945 and 2656-XII—SOS E, dated 7th Sept. 1901 and 5th Dec. 1901.

*Cf.* G. G. O. no. 2646 (M. W.), dated 7th Sept. 1904.

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XII.

Miscellaneous Department.

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## XII.—MISCELLANEOUS DEPARTMENT

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## XII.—MISCELLANEOUS DEPARTMENT.

### Chapter LXXVII.—Archaeology.

**1601.** In addition to the orders issued by the Government in the public works department regarding the preservation of antiquarian remains the following instructions have been framed for the guidance of district officers —

G O no 92<sup>d</sup>,  
dated 21st Apr  
1879.

**1602.** The subject may be divided into two branches—

I.—The protection of buildings which are still standing, or the ruins of which are above ground and visible.

II.—The preservation of antiquarian remains now buried in the ground, which are discovered in the course of excavation

**1603.** (1) In regard to objects of the first class, district officers should at once assure themselves that the list of old structures of interest is complete, and that every object is entered in them, which, as a specimen of ancient work, it is desirable to protect

(2) Definite arrangements should be made for the protection of each work entered in the list

(3) In some cases there are special guardians interested in the protection of the buildings to whose care they may be left. But where there are none, the district officer should endeavour to enlist the services of the principal proprietor or proprietors of the land on which the building or the ruins stand; should impress on them the importance attached by the Government to their preservation, and endeavour to obtain from them an agreement to prevent molestation or injury, the village police should be made to understand that they are responsible for reporting any attempt at spoliation, or the occurrence of anything which is likely to endanger their stability.

(4) There may be special cases in which these measures will not be adequate to prevent mischief, and in which the importance of the building may justify some expenditure on the part of the Government for due protection. In such cases the district officer should submit his recommendation, through the Commissioner, for the orders of the Government.

(5) The more important buildings should be inspected and reported on annually by an officer of the public works department, in order that, if necessary, suitable measures may be taken to prevent their falling into a ruinous condition.

**1604.** must be made.  
buried in the g  
definition of treasure under the Treasure Trove Act, 1878, and when they

ct,  
es  
ld

ruined cities and buildings, which have this character. A list of such sites should be prepared, and unauthorized excavation should be prohibited and steps taken to prevent it. The proprietors of the soil and the *chaukidars* of neighbouring villages should be informed of the prohibition, and required to give information of any attempts to disregard it. It should be made generally known to the police, the revenue officials, and the people

tent persons; and further that, if they are found to be of value, a small reward or some mark of the favour of the Government will be bestowed on the finder or the informer.

**1605.** When contracts are given for making excavations for large public works, special care should be taken to remind contractors of their responsibility for reporting the discovery of any such remains and preserving them from injury.

## Chapter LXXVIII —Books, newspapers, periodicals and other publications

**1606.** The rules in paragraphs 1607 to 1621 apply to publications required for offices the cost of which is charged to imperial or provincial revenues and not to the funds of district or municipal boards

Rules regarding the supply of books news papers &c

Cf G O no. 1494 and 1331/XII—241, dated 15th Sept. 1908 and 2nd Aug 1909

**1607.** (1) Allotments are made annually for the purchase of books, newspapers or other periodical publications, whether published in or out of India to heads of departments, and District Judges and may be made from time to time to such other officers\* as the Government may determine. Requirements will be met, in the case of munsifs and subordinate judges, by District Judges, and in the case of other subordinate officers by the head of the department in which they are serving. The allotments made cannot be increased without the sanction of the Government, and it is not permissible to add to them by transfer from any other part of the budget over which the officer concerned has control

General

ments, and District Judges and may be made from time to time to such other officers\* as the Government may determine. Requirements will be met, in the case of munsifs and subordinate judges, by District Judges, and in the case of other subordinate officers by the head of the department in which they are serving. The allotments made cannot be increased without the sanction of the Government, and it is not permissible to add to them by transfer from any other part of the budget over which the officer concerned has control

(u) The cost of books, periodicals and newspapers required for the use of Commissioners and district officers will be charged to a provincial allotment and instructions will be issued when required as to the amount to which expenditure in each office should ordinarily be limited. The sanction of the Commissioner of the division is required to the purchase of any books, periodicals and newspapers by district officers against the provincial allotment

**1608.** Within the limits prescribed in paragraph 1607 the officers to whom allotments are made are authorized to make their own arrangements direct with agents or publishers for the supply of such books, newspapers and periodicals as may be required in the interests of the public service either in their own offices or for their subordinates. They may distribute also to their subordinates any portion of their allotment but for the purpose only of purchasing books published within their own districts

**1609.** The character of the books to be purchased is left to the discretion of the officers concerned, but the following general principles should be borne in mind —

Books

(a) Manuals, practical guides and the like are necessary mainly for the use of officers charged *inter alia* with important deliberative duties or with the duty of advising the Government on special subjects, and should seldom, if ever, be purchased for executive officers

(b) Commentaries and annotated editions should be sparingly purchased. The Government cannot undertake to supply such works for the separate use of all its officers but they are necessary in civil courts, and in the offices of Collectors also it is desirable that a copy of some of the commentaries in most general use

- of the Legal Remembrancer to Government asked regarding any new commentary which it is proposed to purchase
- (c) Directories and works of a cognate character should be allowed only in special circumstances when there is evident inconvenience to the public service if they are not at hand for reference

Periodicals and news papers **1610.** In the purchase of periodicals and newspapers the following principles should be observed —

- (a) District officers should be supplied with copies of vernacular newspapers published in their districts, and, if considered necessary, with copies of vernacular newspapers published in adjoining districts.
- (b) It will seldom be necessary that the district officer and superintendent of police should obtain separate copies of the same newspaper.
- (c) Newspapers required for the use of the criminal investigation department will be obtained under the orders of the Deputy Inspector-General of Police in charge of the department
- (d) Heads of departments should freely purchase such technical publications as may be useful in their work. It is suggested that such publications can be circulated among the subordinate officers of the department, and it is only in exceptional cases that a separate supply will be required for their use

**1611.** Copies of official publications issued in India, such as the Civil Lists, the Codes of the Financial or Public Works department, &c., and all Legislative Acts are on first issue distributed to ~~the~~ in accordance with

Acts of the Legislative Council and official publications

13

ous department.

(1) substitute "Superintendent, Government of G  
XII—2  
13th  
1914  
Government"

of any Act, whether Commissioners or be delegated under Government the subordinates As

the Act, and should it be necessary owing to delay in forwarding the indent to reset the type in any case, the department in question will be liable to have the cost of the second edition charged against its press allotment for the year.

(2) It is considered advisable that there should be in every district at least one copy of each Act of the Government in this province, whether of general or local application, and that copies of Acts that are contained in the gazettes should be bound in separate volumes and kept for the use of the public.

**1613.** (1) If subsequent to the first distribution copies of the publications mentioned in paragraph 1612 are required merely to replace others that have been lost or worn out, the officer concerned should apply direct to the Superintendent of the Government Press, who will furnish the copies required.

of divisions and their own use, 1754/XII 257 and 1768/XII — 257 dated 13th November 1914. Insert as paragraph 1613(3).

Gazette in English  
Inspector-General of

if imperial, and the account or grant to which it is debitable, being specified in the requisition.

**1615.** For parliamentary papers application must also be made to the Local Government who will communicate the requirement to the Home department of the Government of India. Parliamentary papers are supplied as published by the Secretary of State to the Home department under the terms of his despatch no 5, dated the 13th January 1876.

**1616.** The sanction for the supply of books, periodicals and news papers should be communicated to the audit officer concerned who will audit the charges in the same way as other items of recurring contingent expenditure. Large payments to suppliers out of India should be made by bank drafts to be obtained, if necessary, through the accounts department, but the ordinary method of remittance will be by inland or foreign money or postal orders.

**1617.** In the case of official publications issued in India the cost of which is charged to imperial or provincial revenues no payment is required except in the following cases —

(a) The *Government Telegraph Gazette* and *Guide* must be obtained from the telegraph department respectively on cash payment.

(b) Publications, which though issued under the authority of the Government are published by a private press are paid for by the Superintendent of the Government Press on bills submitted against the department concerned.

**1618.** In the case of subscriptions for newspapers and periodicals officers should be careful to secure advance rates, and subscriptions should as far as possible be for the calendar year. When a periodical or newspaper is ordered for the first time after the commencement of the year, the subscription should be arranged to be for the rest of the year and should be renewed from the 1st of January.

\* The following are not to be considered official publications —

Acts of Parliament (except Military Acts, which the Secretary of State will supply)  
London Gazette  
War Office Army List,

British Postal Guide  
British Code List  
Royal Navy List  
Merchant Shipping List

**1619.** Orders for the supply of foreign newspapers and periodicals should be placed at least three months before the date on which they are required

**1620.** All books and periodicals procured for any office should be registered or filed, and must not be permanently removed from the office for which they were intended

**1621.** Heads of departments can usefully circulate lists of the books in their libraries to officers subordinate to them, so that the latter may have an opportunity of borrowing such books as they require

**1622.** The principal of a government college is authorized to purchase within the budget allotment for the purpose, class books and works of reference for the college library

**1623.** The head master of a government school is authorized to purchase, within the budget allotment for the purpose, class books required for the use of his school. The previous sanction of the Inspector should be obtained to the purchase of books of reference and prize books included in the approved lists, and the previous sanction of the Director to the purchase of books not included therein

**1624.** The previous sanction of the circle Inspectress of girls' schools should be obtained to the purchase of all books required for the use of the government model schools for girls

**1625.** As regards the purchase of books for the use of the government normal school for mistresses, Lucknow, the head mistress is authorized to purchase, within the budget allotment for the purpose, class books required for the use of her school. To the purchase of books of reference and prize books the previous sanction of the Chief Inspectress of Girls' Schools should be obtained

*Note*—Maps should be understood as included in the phrase 'works of reference'

**1626.**

Supply of to  
General Officers

met, as far as possible, and the superintendents of the government or other libraries in the province, over which government control may be exercised are requested to issue books on loan for government purposes to any General Officer Commanding a Division or Brigade on the receipt of an application

**1627.** Cash payments must be made in cases when the value of maps supplied on indent from the survey of India department does not exceed Rs 50, but except under these circumstances all maps should be obtained under the book debit system. The countersignature of the officer authorized on this behalf under the rules prescribed by the Surveyor General of India, printed at pages 964-5, part II of the *Gazette of India* of the 6th September, 1902, regarding the procedure to be adopted in indenting for maps supplied from the survey department, shall be deemed sufficient authority for the purchase of maps indented for, and applications for the purchase of maps from the survey of India department need not be submitted to the Government.

The previous sanction of the Local Government is required to the purchase of all maps not obtained from the survey of India department.

**1628.** Government officers in India, who may desire to solicit government patronage for literary or other works not published in India, should apply, through the Government of India, to the Secretary of State

C/ G O no 1659A,  
dated 17th July  
1878.

## Chapter LXXIX.—Circuit houses.

## A.—Government circuit houses.

**1629.** The government circuit house is a revenue department building, and the Collector of the district is responsible for the care of the building (with its contents) and the grounds.

**1630.** The house is intended primarily for the use of the Lieutenant-Governor, but, when not required by him, the use of the house is permitted, free of rent, to the following officers, who should, before occupation, communicate to the Collector of the district the dates of arrival and departure:—

- (1) the Hon'ble the Chief Justice and Judges of the High Court;
- (2) Members of the Board of Revenue;
- (3) the Bishop of Lucknow;
- (4) the Vice-Chancellor of the Allahabad University;
- (5) the Commissioner of the division (in the case of circuit houses situated elsewhere than at his head quarters);
- (6) all heads of departments under the United Provinces Government or serving in the United Provinces, and any Secretary to the Government.
- (7) Deputy Inspectors-General of Police;
- (8) Superintending Engineers (at places where there is no departmental inspection house);
- (9) high officers of the Government of India who may be on tour in the province.

**1631.** An officer permitted to use the house may be accompanied by his secretary, personal assistant, or other officer travelling with him on duty.

**1632.** In exceptional cases, when gazetted officers are summoned on public duty from outside stations or are placed by the Local Government on special duty which involves a visit to the station in which the circuit house stands, they may, for the period of duty, use such rooms as the Collector may allot for the purpose; provided that such an officer shall not have a right to the use of the circuit house or any portion thereof in preference to the officers enumerated in paragraph 1630.

**1633.** A circuit house may not be bespoken more than one month before the date on which it is required. The Collector will give the use of the house on one application in preference. This preference shall be given at the same time by mutual arrangement.

**1634.** A circuit house may not be occupied by an officer for more than ten days at one time.

**1635.** Officers stationed at places where circuit houses exist are absolutely prohibited from using them except with the express sanction of the Government.

**1636.** The table linen, cutlery, crockery, lamps, &c, are for the use of officers occupying the house. One rupee should be left by each officer with the bearer, who will, under the orders of the Collector, arrange for the washing of the table linen. Breakages, which occur during the occupation of the house by an officer, should be reported by him to the Collector.

**1637.** Levelling, where necessary, laying out, and fencing the grounds in the first instance, and providing a well or wells, will be carried out by the public works department.

**1638.** The public works department will repair the building and outhouses, and maintain the approach roads, the wells, the gates, walls, and fences.

**1639.** The charge for furniture is debitable to the civil department. The Collector will see that due provision is made to meet charges for replacements and renewals as necessity arises. If necessary, the services of the public works department may be obtained, but any outlay incurred by that department in connection therewith will be debited to the civil department.

**1640.** A register of the furniture, crockery, cutlery, table  
 \_\_\_\_\_ article (2) date  
 \_\_\_\_\_ ) condition on

**1641.** The servants employed and paid by the Collector, with the sanction of the Government, are—

(a) On the building—  
 One bearer  
 One chakidār  
 One sweeper

(b) On the grounds—  
 —gardeners  
 —coolies

**1642.** The cost of the establishment and the charges for maintaining the garden are provided by the Collector in the provincial services and incorporated local funds budget.

**1643.** The Collector is responsible that the grounds are maintained in proper order. Beds of flowers should be laid out, trees and shrubs planted and lawns kept up, where possible, in the neighbourhood of the house.

**1644.** The compound and servants' houses must be kept scrupulously clean, and inspected periodically to see that no screens of grass, matting, &c, are put up, that no unauthorized additions are made to the outhouses; that no outsiders live in the compound; and that no goats or other animals are kept therein.

#### *B.—Circuit houses of Sessions Judges.*

**1645.** A sessions circuit house is primarily intended for the use of the Sessions Judge when holding sessions. The house is under the care of the District Magistrate.

*Cf G O no 890/  
 VI—712 dated 10th  
 Apr 1896*

**1646.** The scale of furniture for circuit houses of Sessions Judges is contained in appendix 35.  
 Scale of furniture \_\_\_\_\_  
 The crockery, glass, &c, for the several houses should be bought in sets, as many as are required, and divided among the court-houses, and the crockery should, moreover, be of Odia plain patterns, so that broken articles may be replaced by others of the same

All articles belonging to each circuit house should be made over to a responsible chaukidar.

**1647.** When not required by the Judge the temporary use of it, free of charge shall be permitted by the Magistrate

Use by officers travelling on duty — Sessions Judge to whom application should be made for the use of it, to any of the following officers travelling on duty —

- |     |   |
|-----|---|
|     | (7) The Director of Land Records and Agriculture    |
|     | (8) The Sanitary Commissioner                       |
| als | (9) Members and Secretaries of the Board of Revenue |
|     | (10) Secretaries to Government                      |
|     | (11) Sanitary Engineer to Government                |

**1648.** VII

50/  
ted

Occupation by  
persons

e for a gazetted  
temporary occu  
for a period not

persons exceeding one month may be permitted on payment of rent subject to the approval of the local authority in which the premises are situated.

least 25 per cent higher than the rent paid for similar accommodation at the station concerned.

## Chapter LXXX.—Engrossing, stamping and registering deeds\* and other instruments

**1649.** There is no particular method of engrossing instruments they may be written, typed or printed the headings being inscribed in capitals and underlined with black ink. The office from which the correspond

Engrossing  
Rule 1

Cf G O no 172/  
III—328 dated 5th  
Feb 1903

ence has emanated is responsible for having instruments engrossed

On plain paper  
Rule 2

**1650.** Instruments may be engrossed entirely on plain paper—

(a) If the stamp duty would, but for the exemption contained in section 3 of the Indian Stamp Act 1899 be payable by the Government

(b) If in cases of doubt or as a matter of convenience it is intended to apply to the Collector under section 31 of the Indian Stamp Act, 1899, to adjudicate as to the proper stamp and to certify by endorsement on the instrument that the full duty has been paid

(c) If the document is one of those entered in appendix A or B of the Stamp Rules and it is proposed that it should be stamped in the manner indicated in rule 12 *infra*

**1651.** Ordinary foolscap paper  
engrossing A

Rule 3 one side of the

more than one sheet is required for a deed the several sheets should be joined together securely by a clip or tie

**1652.**

On paper  
with impressed

Rule 4 must be observed

**1653.** The writing should not be so distant from the stamp as to admit of the latter being used again for another instrument. An instrument written on both sides of

Rule 5

the paper is not invalid, but it is better to write on one side only and to use plain sheets of foolscap paper in addition to a stamp paper where the whole of an instrument cannot be written on the side of the stamp paper which bears the stamp. The plan of pasting additional pieces of paper on to the stamp paper when the latter is of insufficient length to contain the whole document although not opposed to any rule is very inconvenient for purposes of reference and filing, and should be avoided

**1654.** The officer executing an instrument should sign it legibly with his ordinary signature and should add his official designation. If the document consists of several sheets of papers joined together by a clip or tie it

Signing  
Rule 6

provided for the purpose. Each one of the parties, but this wafer or seal to an instru-

ment

**1655.** There must be no erasures or blurs in an instrument the persons executing the instrument should attach their signatures or initials opposite any interlineation or alteration made by scoring out or adding words, &c (See section 20, Indian Registration Act, 1908)

Alterations  
Rule 7

**1656.** A schedule or map which is attached to and forms part of an instrument should be also signed by the parties executing the instrument

Annexures  
Rule 8

**1657.** Two witnesses are ordinarily necessary for the purpose of attesting a signature. No mention of the occupation of witnesses need be made but the witnesses should add their addresses after their signatures. They need not sign the annexures to an instrument such as a map or schedule

Witnesses to signa-  
ture  
Rule 9

**1658.** When the parties sign on different dates the party who last executes the instrument should enter the date on it

Date of executing  
Rule 10

**1659.** In the absence of an agreement to the contrary, the stamp duty prescribed by Schedule I of the Indian Stamp Act, 1899, will be payable by the person indicated in section 29 of the Act. In cases of doubt as to the amount of the duty, a reference should be made by the officer executing the instrument to the Collector under section 31 of the Indian Stamp Act, 1899. If a written application is made to the Collector, it must have a court-fee stamp of the value of eight annas affixed to it. The fee for adjudication fixed by the Collector must be paid

**1660.** In cases where instruments of the description indicated in appendix A or B of the Stamp Rules are engrossed on plain paper, they may conveniently be stamped by sending them *before execution* to the Junior Secretary to the Board of Revenue, who will have the stamp impressed under rules 9 and 10 of the Stamp Rules. The duty must be remitted in cash at the same time. Each instrument must be marked with the value of the stamp at the place where the stamp should be affixed

Instruments engrossed  
on plain paper  
Rule 12

Registration  
Rule 13

Act, 1908

**1661.** A government officer executing an instrument which requires to be registered is responsible that the document is presented for registration within the time allowed by section 23 of the Indian Registration

**1662.** " " " " " "

Rule 14

shall be followed.

**1663.** In the case of an instrument executed by an officer of Government in his official capacity, who under section 88 of the Act is not required to appear by per on

Rule 15

or agent at a registration office, the instrument should be forwarded to the registrar of the district in which it is executed under a covering letter, requesting that the amount of the fees be intimated, and that the instrument may be registered on receipt of the fees and returned, or handed over to the Collector of the district as may be most convenient

**1664.** If an instrument is executed by a government officer and by another party as well, the instrument can be presented for registration by the other party, who will

Rule 16

in any case have to attend at the registration office

**1665.** Under section 21 (4) of the Act a document containing a map or plan of any property must be accompanied by a

Rule 17

true copy of the map or plan, or, in case such property is situate in several districts, by such number of true copies as are equal to the number of such districts

**1666.** The costs of registration in the absence of an agreement to the contrary, will be borne in the same way as the

Costs of registration.

Rule 18

stamp duty, thus—in the case of a lease, by the lessee, in the case of a conveyance, by the grantee, in the case of a mortgage, by the mortgagor. There is no exception in favour of the Government

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VIII—Miscellaneous Dept.

**1668.** All matter intended for insertion under part II of the gazette should be despatched so as to reach the Press by Thursday morning in each week at latest

**1669.** As the gazette of a Local Government is, under the Indian Evidence Act, 1872, *prima facie* evidence on certain matters, the issue of substituted pages in correction of typographical or other errors in matter previously published is objectionable. Such corrections should be made formally by a notification in the usual form issued over the signature of the Secretary or other officer over whose signature the original notification or order issued

Advertisements in the gazette

**1670.** Besides advertisements of an official character, private advertisements falling within any of the classes following, viz —

- (1) notices of formation and dissolution of partnership,
- (2) advertisements of the meetings of public companies,
- (3) notices of bankruptcy or matters relating to it,
- (4) advertisements for money or other articles lost or stolen,
- (5) advertisements of books published under the patronage of the Government,

may be admitted into the government gazette on payment of the usual advertising rates of the gazette.

All doubtful cases and such further advertisements as, though not specially provided for in the above classes, should, in the opinion of the Superintendent of the Government Press, be admitted into the gazette, shall be submitted by that officer to the Government for orders

advertisement for which more  
them in the government  
local newspapers at the

## Chapter LXXXII.—Holidays.

Gazetted holidays—  
Term defined

**1671.** The term "gazetted holidays" used in article 220, Civil Service Regulations, includes—

C/ G G O (F  
and O) no 4855P,  
dated 30th Aug  
1905

- (1) holidays prescribed or notified under section 25 of the Negotiable Instruments Act, 1881,
- (2) holidays on which, by government notification in the gazette, any public office is ordered to be closed for the transaction of public business without reserve or qualification

The term does not include local holidays nor such holidays as the last Saturday of each month

**1672.** The list of gazetted holidays published by the Board of Revenue for the officers of the revenue department applies to cantonment magistrates. On gazetted holidays, which are to be observed only by the judicial department, a cantonment magistrate is only permitted to close his small cause court

C/ G G O no 1359/  
II—707C dated 3rd  
Apr 1903

**1673.** The undermentioned holidays are granted in all public offices under section 25 of the Negotiable Instruments Act, 1881, with the exception of the judicial courts, for which other rules have been specially

C/ G G O (H  
D) no 5235, dated  
10th Sept 1901—  
C/ G G O no 339/  
III—175, dated 14th  
March 1902

Fixed holidays  
provided, viz —

Id ul Fitr	1 day	Bara Wafat	1 day
Basant Panchmi	1 "	Raksha Bandhan	1 "
Shro Ratni ..	1 "	Janam Ashtami	1 "
Id ul Zoha	1 "	Anant Chaudas	1 "
Holi	1 "	Dussehra	4 days
Saturday before Easter	1 "	Dewali	1 day
Easter Monday ..	1 "	King Emperor's B rthday	1 "
Ram Naumi	1 "	Shab-i Barat	1 "
Muharram ..	3 days	Christmas	4 days

All treasuries and sub-treasuries shall be closed, unless otherwise ordered, on the public holidays specified above, on Sundays, New Year's Day, Good Friday and Christmas Day. If New Year's Day falls on a Sunday, the next following Monday will be considered a holiday

**1674.** The following days are to be considered as general holidays in the revenue department (with the addition of all Sundays in the year) —

General holidays in the  
revenue department

New Year's Day	1 day	Chelhum	1 day
Alvida	1 "	Bara Wafat	1 "
Id ul Fitr	1 "	Raksha Bandhan	1 "
Basant Panchmi	1 "	Janam Ashtami	1 "
Shro Ratni ..	1 "	Anant Chaudas	1 "
Id ul Zoha	1 "	Dussehra	4 days
Holi	2 days	Dewali	2 "
Good Friday	1 day	King Emperor's Birthday	1 day
Saturday before Easter	1 "	Shab-i Barat	1 "
Easter Monday	1 "	Christmas	8 days
Ram Naumi	1 "		
Muharram	3 days		

Besides the above the last Saturday of every month, if work permits; the days on which a solar eclipse occurs, and the days succeeding those on

which a lunar eclipse takes place, also the days on which Somwati Amawas occurs should be reckoned as holidays

**1675.** The discretion of district officers in the matter of the grant of local holidays in their offices is limited by the following orders --

Local holidays

- (1) Local holidays are not to be given except on the occasion of some festival or other ceremony of *special local importance*
- (2) Local holidays must not be allowed on the occasion of general ceremonies (such as the *Chehlum*), unless gazetted by the Board of Revenue, nor must they be given in extension of the holidays gazetted for such ceremonies
- (3) The number of local holidays should not in any district exceed seven in the year, and the dates on which it is considered necessary to keep such local holidays with the reasons therefor, should be reported to the Commissioner at the beginning of each calendar year

If more than seven local holidays are required the sanction of the Board of Revenue must be previously obtained

**1676.** All holidays under the Negotiable Instruments Act should be given as holidays to all government servants subject to the condition that the head of an office must be satisfied that the individual guilty of idleness or inattention is not a person who is deemed specially sacred by the offender professes. On holidays which are not notified under the Negotiable Instruments Act, but announced by executive order, the general rule should be to close an office only where the absence of the persons, on whose behalf the holiday is given, will prevent the work of the office from being properly done. As an exception to this rule all the Christian holidays should if possible, be granted to all establishments, whatever their race or creed

officers, whether free  
in the catalogues of  
ones appointed for the

of G O no  
475 dated 16th  
February 1882 and  
G O no 1754/XII—  
267 dated 18th Nov  
ember 1914

To be substituted  
for paragraph 161

responsibility to the said custody

**1678.** The books shall be classified and arranged in the library in the manner indicated in circular letter dated 27th May 1881, from the Superintendent Government Press The catalogue number borne by the book shall be written on the label

The catalogue shall be kept in the following form —

Class	Sub-head if any	Serial number	Title	Number of volume	Date of receipt	Number of copies received		Remarks
						English	Vernacular	

This catalogue shall be revised at the commencement of each calendar year, and all missing books accounted for without delay to the Superintendent of the Government Press

**1679.** A written receipt shall invariably be taken from an officer receiving a book from the library, to be returned to him when the book is returned

**1680.** Only one copy of official books and reports will ordinarily be sent to each district, and that copy will be kept in the Magistrate's office, other offices will merely be supplied with their own departmental reports, and such books of reference and gazettes as they may frequently require to consult

**1681.** The Collector's head clerk, or the person appointed to be in charge of the Collector's library, shall circulate to all officers at the district head quarters at the end of each week a list of books and reports received by him during the week, so that any officer desirous of perusing them may have an opportunity of doing so

**1682.** The head clerks or the responsible officials in all offices shall, when submitting their annual lists, certify to the condition of the books in the library

A similar certificate should be submitted to the Government Press in the event of the transfer of the official in charge to another office during the year, such certificate being signed as correct by the relieving official

**1683.** The seal of the court or office shall be stamped on several pages of all books which are the property of the Government.

**1684.** Every book received for deposit in a library shall be labelled with a label in the following form —

Government property.			
Library.	Class.	Serial number.	Date of
	Sub-head.		
	Received		
	The	19 .	

*Note*—These labels will be supplied by the Government Press

Weeding of libraries  
in district offices  
dealt with.

**1685.** The rules in paragraphs 1686—1691 have been laid down for guidance as to the general lines on which the weeding of libraries should be

**1686.** Except as provided in paragraph 1689 no books shall be weeded until it is found that the library is getting so full as to leave no room for more important receipts.

**1687.** The following books and publications are of permanent value, and shall not be weeded without reference to the Commissioner. The Commissioner will, if he has any doubt, report the matter for the orders of the Government.

I.—Regulations and Acts, whether in force or repealed } Except as in paragraph  
II.—Special Acts (when printed separately) ... } 1689.

VI.—Law reports

VII.—Government gazettes in English (the Superintendent, Government Press, should be returned)

to import-  
ports on the  
tax, sanita-  
tion, court of wards' estates, police, criminal justice, and on the  
working of municipal and district boards quinquennial reports on  
education, and reports by special commissions or committees of  
inquiry.

(3).—Less important reports —

Reports of provincial departments, such as reports on the administration of  
the public works department, registration, dispensaries and charitable  
institutions, department of land records and agriculture, civil  
instruction  
ture, and  
Reports  
adminis-  
tration  
reports,  
reports,  
female

**1688.** The publications scheduled in paragraph 1687 should ordinarily not be weeded at all, and proposals to dispose of any such publications should be fully justified. Should it be necessary to make a clearance, the less important reports classified as VIII (b), and not less than six years out of date, should be first selected for disposal.

**1689.** District officers may weed out the following publications without reference to the Commissioner—

- (1) Government gazettes in vernacular ... After six years at head quarters; after twelve years at tahsils.  
... and Acts.  
... directions and manuals (including  
... of Gazetted Officers, Civil and  
... Army Lists.
- (5) Lists of title-holders and lists of taluqdars in Oudh (single copies of each edition should be kept for reference).
- (6) Exhibition catalogues; superseded editions of agricultural, financial, and commercial statistics of British India.
- (7) Obviously useless or obsolete books and publications neither required for reference nor of any historical value

**1690.** The Superintendent, Government Press, should be referred to when it is proposed to weed duplicate copies of works of any value, for information as to whether they are required elsewhere.

**1691.** Non-official publications, and official publications which have been priced for sale to the public, should, if it is decided to weed them under these instructions, be sold to the best advantage. Official publications which have not been issued to the public should be torn up and disposed of

divisions and  
val from the  
book or other  
than Rs. 25.

*Cf.* G. O. no.  
1762/X I I - 257,  
dated 13th Novem-  
ber 1914.

Insert a  
graph 1691/

## Chapter LXXXIV.—Stationery and typewriters.

## A.—Stationery.\*

Cf. G. O. no. 1476B, 82, 161—0, dated 8th Dec. 1876, and 11th July and 22nd Oct. 1879, and G. G. O. no. 8334 B. R., dated 30th May 1904.

**1692.** Indenting officers are divided into two groups, viz. those who submit their indents through the heads of their respective departments, and those who submit them independently to the Controller of Stationery.

**1693.** Indents should be submitted annually, and should be sufficient for a year's consumption.

**1694.** Indenting officers of the first group should submit their indents in duplicate to the head of their department in the prescribed form. The two classes of indenting officers together with the date fixed for the submission are given in the Stationery Manual.

**1695**

To be pasted over the first eight lines of paragraph 1695.

Cf. G. and I.) dated 1911, 925/X the 1C

own  
them.

...ing officers will, on receiving their own and send

red, with explanation of past years ;

be supplied from the quantities to be sent

...ssive, as judged by the other officers similarly the head of the depart-

All heads of departments and officers are expected to exercise a close supervision over expenditure under the head of European stationery by insisting on strict economy in its use, and by negating its use whenever cheaper paper will suffice.

*Note.*—Many officers always use full sheets of paper to write even the smallest letters, the second half sheet being unused. This is wasteful and only serves to make files bulky. Half sheets should be used when sufficient.

Extra docket sheets covering letters should not be put on in despatching offices. Reminders, office memos, returning enclosures, &c., should be written on slips, not on full-sized half-sheets of paper, and the utmost economy must be exercised in every possible way.

**1696.** With a view to enabling the Controller of Stationery to suggest the best means of utilizing the stock already maintained by the stationery department, his advice should be sought in all cases in which a new method or a new procedure is proposed for adoption which may involve appreciably a question of stationery supplies.

Kinds of paper to be used in certain offices.

settlement officers.

**1697.** The following kinds of paper are ordinarily used for official purposes in the offices of Commissioners of divisions, district officers and

*Class A.—English writing paper.*

I.—14lb, machine-made cream wove foolscap.

II.—6lb, machine-made cream wove note paper.

\* *Note.*—For petty purchases of stationery see paragraph 1923.

Cf. G. G. O. (G. and I.) no. 8817/98, dated 29th Nov. 1910.

*Class B—Draft paper.*

III—24lb white or bleached double foolscap

IV—24lb half-bleached or badami double foolscap

No I should be used for official correspondence, for the record of judgments by heads of offices, for fair copies of letters, reports, &c, no II for demi official correspondence by heads of departments and offices, no III for drafting purposes, record of depositions, bills, statements, &c, and no IV for rough work

For the vernacular work of the courts, English paper should under no circumstances be used, but paper made at local mills should be used

**1698.** For the purpose of indents for demi-official paper and envelopes from the stationery office officers have been divided into two classes as follows:—

C/ G G O (C  
and I) no 813  
dated 6th March  
1905

**CLASS I.**

Members of the Board of Revenue.  
Judges of the High Court of Judicature  
Bishop of Lucknow  
Judicial Commissioner of Oudh  
Additional Judicial Commissioner of Oudh  
Secretaries and Under Secretaries to Government

Accountant General

Chief Engineer

Sanitary Engineer to Government  
Conservators of Forests  
Registrar of the High Court of Judicature

Inspector General of Police

**CLASS II.**

All other officers

**1699.** For the 1st class nine descriptions of paper are kept in stock in the following four sizes namely, (1) quarto, (2) large post octavo, (3) small post octavo, and (4) Albert, the last kind being provided in small quantities. Each size of paper is kept in two "finishes," rough and smooth. The ninth description of paper is a single quarto sheet, without a fly-leaf, designed to meet the convenience of such officers as use typewriters, and is of medium thickness and of a surface suitable for type writing purposes. Envelopes are of four sizes, of the square shape and of surface

envelopes are kept in  
long shaped official  
d All other officers

forming the second class, will be provided with large or small post octavo—each being stocked in two finishes, rough and smooth—and envelopes to match, but at least 50 per cent of their total demands will be supplied by country-made cream wave paper

**1700.** Quill pens will be issued by the stationery office only when required for the personal use of the following officers—

C/ G G O (F  
and C) no. 688  
B.R. dated 13th Oct  
1904.

Heads of Governments.  
Members of Legislative Councils  
Judges of High and Chief Courts

Members of Boards of Revenue.  
Secretaries to Governments.  
Heads of departments.

Divisional Commissioners.

Cf G O no 337,  
XII—876B, dated  
17th March 1890

**1701.** Rubber stamps must be obtained from the Controller of Stationery, Calcutta, in the same way as other articles of stationery. When indents are compiled

with the maker will send the stamp to the indenting officer and the copy of the stamp must be transmitted

substituted  
aph 1702

Cf G G O (C.  
and I) nos 6459—  
6465 19 and 8300—  
44, dated respectively  
8th September 1910  
and 6th November  
1912

(F & G)  
dated 21  
1887

Cf G O no 180/  
XII—86, dated 2nd  
February 1912  
Cf G O nos 40/  
XII—116 and 2143/  
XII—116 dated res  
pectively 16th Janu  
ary and 3rd August  
1911.

Cf G O no  
XII 435, dated  
16th Aug 1909

**1702.**  
the Controller  
sanction of Gc  
from the Conl

If the mac  
payment for  
articles of sta  
Imperial heac  
copying appa  
the bills will  
allotment for

of writers

**1703.** Heads of departments, Commissioners and District Judges have been authorised, subject to the restrictions stated below, to sanction the supply of typewriters for their own offices and for those of the officers subordinate to them. A statement is contained in appendix 36, showing the number of typewriters sanctioned for each office named therein

**1705.** T

g work only and

**1706.** ...

proved by the Gov.  
subject to the  
used in the same  
the same time unless the necessity is accepted for special and  
the word 'Adle'  
also in lines  
the word 'sove'  
are the Yost, the Remington, the  
r Lock, the Smith Premier and the  
of each make should be ordered, but  
her pattern may be preferable, e.g. a  
always in sight may be better for  
visible writing pattern. In any such  
clearly stated in the indent sent to the

rd "ten"  
r the word

Cf G O no  
1795/XII—403,  
and 621/XII—249,  
dated respectively  
19th November  
1914 and 27th  
March 1915

11011111

of a second copyist in typewriting as soon as possible

**1708.** Typewriters must be obtained on indent addressed to the Controller of Printing

**1709.** No machine already in use can be replaced by another until it has become unserviceable, where a machine appears to be no longer serviceable and cannot be repaired locally it should be sent for examination, along with a certificate to that effect, to the Controller. If he finds that the machine is unfit for further use an order for the supply of a new one can be issued. The make of the new typewriter required should be specified when the old machine is sent to the Controller

Cf G O no 1270/  
XII—252 dated 5th  
Aug 1910

(2) Messrs A H Wheeler and Company, Allahabad, are agents for Yost typewriters and undertake the repairs of machines of that make. The orders in the preceding note apply

Cf G O no 436/  
XII—403F dated  
5th March 1904  
Cf G O no 40/XII  
—116, dated 10th  
Jan 1911

**1710.** and repairs will be forwarded to the for whom the repairs have been executed, and they will forward such bills to the Accountant General for payment, referring him to the order under which the machines have been supplied

**1711.** The numbers shown in the statement office can only be added to in accordance will be issued by the Government or with any stamp office that may be obtained from the Government

**1712.** If a district officer has no clerical staff, he may depute, the Government, another (Training of typists) for a period of three months to Lucknow, for a course of instruction in typewriting at the Reid College the clerk will draw the salary he will receive travelling allowance to and from with the ordinary rules. If he receives a certificate or qualification under the following rule, he will be given a deputation allowance equal to one fifth of his pay, for the three months of the course

three months of

**1713.** A clerk deputed for instruction under these rules will be required to obtain a certificate from the principal that he can typewrite at least 30 words a minute, and that he has an elementary working knowledge of the mechanism of a typewriter. The district officer, when sending the clerk to Lucknow, should intimate which of the machines he wishes to have him taught

**1714.** In appointing clerks to any post of Rs 25 or under in his English office, the district officer should treat a knowledge of typewriting as a preferential qualification and for such posts he should endeavour, as far as possible, to

*A.—General rules.\**

*N.B.—Attention is particularly invited to rule 16. It is of great importance that the Act should not be used in petty cases where a few coins have been accidentally found, and the police should be instructed that in such cases no inquiry at all is necessary. The Government has an immemorial right over treasure trove, and one object of the Act is that valuable coins should be acquired and preserved from destruction; but it is obvious that this object will be constantly defeated if finders are exposed to harassing inquiries and prosecutions.*

**1715.** Every tahsil office shall be considered a government treasury for the purpose of receiving treasure deposited by a finder in accordance with section 4 of the Treasure

**1716.** On receiving treasure trove the tahsildar shall cause to be prepared a list containing details of the treasure deposited. When the deposit consists of coins other

than those in current use, care shall be taken to record in the list the date stamped on the coins and so much of the superscription as may be legible. To the list prepared in the tahsil shall be added the place and date of finding.

If the treasure found consists of massive pillars, inscribed blocks, or other objects *in situ*, the time and expense required to remove them may appear necessary for their preservation.

If such treasure consists of isolated figures, fragments of carving and the like, not *in situ*, the tahsildar shall, unless he has reason to apprehend that it will, if left in the custody of the finder, be defaced or made away with, allow the Collector of the treas.

**1717.** The list of ... and div.

**1718.** On receipt of the tabernacle's report under rules 2 and 3, if  
 rule 4  
 public grounds, he sha  
 other  
 to the

In the case of treasure falling under rule 2, the Collector in his report to the Government shall also state what arrangements he proposes for its care and protection *in situ*, should its acquisition be sanctioned, and whether, . . . which . . . and to . . .

**1719.** If the finder is a person known to be possessed of means equivalent in value to the treasure found, and if after the list prescribed in the foregoing rule has

\* Rules under section 19 of the Treasure Trove Act, 1878.

been prepared, he elect to retain such treasure in his own custody he shall be permitted to do so until orders have been received from the Collector.

**1720.** If . . . the tahsildar shall . . . the Collector of the . . . has been found, and

Rule 6

this shall be accepted as the notice in writing required by the Act.

**1721.** All treasure deposited shall be placed in a fitting receptacle and kept in the treasury under double lock and key until orders for its disposal have been received from the Collector. The covering to the receptacle shall be sealed by the tahsildar.

Rule 7.

from the Collector. The covering to the receptacle shall be sealed by the tahsildar.

**1722.** Any person making a report of treasure trove at a police station shall be directed to make the report at the nearest tahsil office. An entry of the fact shall be made in the "*roznamcha am*"; but the

Rule 8.

finder is on no account to be detained, nor is the treasure to be examined at the police station further than may be necessary for the purpose of making a summary description of its nature.

**1723.** The officer in charge of a police-station, on receiving information that treasure has been found at any place within his jurisdiction, may, if he has reason to believe that notice of the finding has not been given to the Collector, or that attempts have been made to alter the treasure, make an inquiry as he would into a case of ownerless property. If upon inquiry he finds that notice has not been given, he shall report the case to the magistrate having jurisdiction for further orders, if he finds that notice has been given and that no reason for special precautions exists, he shall at once desist from any further inquiry into the case.

Rule 9.

to the Collector, or that attempts have been made to alter the treasure, make an inquiry as he would into a case of ownerless property. If upon inquiry he finds that notice has not been given, he shall report the case to the magistrate having jurisdiction for further orders, if he finds that notice has been given and that no reason for special precautions exists, he shall at once desist from any further inquiry into the case.

**1724.** Upon receipt of the notice in writing referred to in section 4, the Collector shall hold a summary inquiry. If he is satisfied that the finder has unduly delayed giving the notice, or that the treasure found is stolen property, he may forward the case either to the magistrate having jurisdiction or to the Magistrate of the district.

Rule 10

In every other case the Collector shall forthwith publish the notification prescribed by section 5 of the Act.

**1725.** The notification shall be published by beat of drum or in other fitting manner at the village within the boundaries of which the treasure has been found, and a copy of it shall be posted both at the tahsil and thana within the jurisdiction of which the village is situate. When the treasure found exceeds in value Rs. 100, or if for some other cause

Rule 11.

and thana within the jurisdiction of which the village is situate. When the treasure found exceeds in value Rs. 100, or if for some other cause

**1726.** Except as provided in section 6, no treasure shall be declared

Rule 12

seized and returned as such to the Collector.

**1727.** If the magistrate is satisfied that the person before him is not the finder of the treasure, he shall forward the property, as ownerless, to the Collector and refer any claimants other than the alleged finder to the Collector.

**1728.** No claim made after the period set out in the notification published under section 5 shall be recognised by the Collector. If no claim is made within such period, the treasure becomes forfeit to the Crown and shall be dealt with like any other escheat.

**1729.** No treasure shall be acquired under section 16 until notice has been given to, and sanction received from, the Government for the purposes of acquisition. The value of the materials of treasure found shall in the case of coins be held to be the intrinsic value of the metal.

**1730.** The Act and the rules published thereunder shall be worked with care, leniency and discrimination, and the officers concerned must endeavour to avoid, as far as possible, causing annoyance to the finders of the treasure trove. When, in any case, money, sculpture, or other ancient remains, are discovered by any person on his own premises, he should be very rarely interfered with.

**1731.** In the foregoing rules the word "Collector" means and includes any officer exercising the powers of an assistant collector of the first class; and "tahsildar" includes the officer for the time being in charge of a tahsil.

#### B.—Coins.

Cf. G. O. no. 1767/  
X—C-50, dated 3rd  
Apr. 1899.

**1732.** In all cases where coins are found as treasure trove the Collector should report the find through the Commissioner to the Government where the coins that have been found appear to be old and not of British mintage.

**1733.** District officers must use their discretion about forwarding specimens of coins; where they are unable to give an idea of the nature of the coins, they should forward all in the case of small finds, and, as far as possible, specimens of each variety in the case of larger finds.

**1734.** Coins forwarded under the preceding rule should be sent direct by district officers to the address of the Judicial Secretary to Government, by whom they will be forwarded to the secretary to the Coin Committee, who may address district officers direct, and call for coins which have not been forwarded with the original report.

**1735.** Expenditure incurred by district officers in the purchase of coins the acquisition of which has been decided on by the Government will be met from their normal contract grant. If the expenditure is large the Government will consider the question of an extra grant.

\* This includes coins struck at Calcutta, Dhaka, Dacca, Tanjore, and Agra in the name of Elah Adan, dated 15th Feb 6s.

## Chapter LXXXVI.—Wild animals and poisonous snakes.

**1736.** The following scale of rewards has been sanctioned for the

destruction of wild animals of either sex.

Scale of rewards for  
the destruction of wild  
animals.

Rs.

Rs.

	Rs.		Rs.
	10	Cubs	2
	10	"	2
	15	"	15
♂	2	"	8
	3	"	3
ayan black bears			

Cf. G. O. no 833/  
XII—262, dated  
31st May 1912

Cf. G. O. no. 592/  
III—306-1904, dated  
24th Apr. 1905, and  
no. 958—XII-272,  
dated 23rd June  
1910

To be pasted over  
the list in paragraph  
1736.

**Note 2.**—The following memorandum is issued for guidance in distinguishing cubs of wolves from those of jackals and foxes.

(a) *Wolves.*—Breeding season from about the middle of October to about the end of December. When very young, with closed eyes and ears, their general superficial colour is sooty brown, with an under colour that is, at the root of hairs, of dirty tan. The latter

Cf. G. O. no. 2401,  
dated 18th July  
1892, and no. 900/  
III—994A, dated 3rd  
July 1890.

as if dark grey ashes were brushed across the grey white of the neck. But it disappears again as the wolf gains his adult colouring and merges into the uniform creamy white of the neck and chest.

(b) *Jackals.*—Breeding season from about the middle of March to middle of April. When quite young, with closed eyes, they are of a sooty brown sprinkled all over with greyish hairs. Their coat is somewhat harsh. The lower part of their abdomen is bare

brought, it is a sign they have been cut out of the mother, and then unless they bring the mother also, it is a sure sign they are not wolves: as if a pregnant wolf were captured, a reward for her would certainly be claimed. It is understood that by far the largest proportions of cubs for which "kanjars" claim reward are jackals.

(c) *Foxes.*—Breeding season from about middle of February to middle of March. When quite young, with closed eyes, they are of a very light brown, somewhat of the shade of coffee and milk, darker on the back. Their coat is soft, and the tail compared to their body is very long, almost twice as long as that of the young jackal of the same age. When older their colour becomes lighter, being only slightly dark on the back. The lower part of their abdomen becomes completely covered with a short and soft white down and the ears white edged. Still older, their coat becomes numerous projecting silky black hairs. At this corresponds to the anatomical wrist) are developed. comes quite foxy, with a pointed muzzle. Their teeth are fine.

**Note 3.**—Care should be taken to frustrate the device sometimes resorted to of substituting jackals' heads for wolves' heads, the heads being filled with straw and the skin sewn over in order to increase the apparent size.

District officers should either pay the rewards themselves or entrust the duty to a magistrate of experience. In the case of wolves, hyenas and wild dogs, where fraud by the substitution of other animals is possible, the reward should only be paid when the complete skin is produced which should be destroyed in the presence of the officer giving the reward to prevent its being presented again for the same purpose.

Cy G O no 9A,  
dated 3rd Feb 1885

**1737.** With a view to the prevention of fraud, district officers should see that the skulls of wild animals which may be brought in for rewards are broken up before the

Prevention of fraud

reward is paid

Cy G O no 2111  
dated 20th July  
1892

**1738.** The rewards sanctioned from time to time for the destruction of wild animals will be paid for live animals sent to the Calcutta Zoological Gardens. District officers should, however, first communicate with the Committee should they hear of any specimens being available. The Committee have made arrangements with the East Indian Railway for the transport, free of charge of animals intended for the Zoological Gardens, and on receiving intimation of any animals having been secured, they will be able to send a free pass for its carriage to Calcutta. If the animals require an attendant, the Committee will generally be able to send an experienced keeper to take charge of them during the journey.

**1739.** District officers should impress upon all zamindars, taluqdars, farmers, and others of the landholding classes, the great importance of doing what they can in encouraging the destruction of poisonous snakes in their villages. Magistrates of districts should also carefully analyse the returns submitted to them through the police and draw the attention of the proprietors of any village to the fact—where the return shows that the mortality from snake bite is large—with the view of remedial measures being at once taken. Municipal boards should also be urged to clear places which afford cover for snakes and to keep them clear.

Returns of mortality  
caused by animals and  
poisonous snakes

**1740.** In compiling the annual returns of mortality caused by wild beasts and snakes the following instructions must be observed—

(1) Details of "other" (including pigs, wild dogs, sharks, ven, ted animals and by foxes, jackals, as, mad dogs, hornets, bees, wasps, pions, and the like, should be omitted)

(3) "Cattle" should have the same meaning as it has in the Cattle Trespass Act, 1871, i.e. it includes also elephants, camels, buffaloes, horses, mares, geldings, ponies, colts, fillies, mules, asses, pigs, rams, ewes, sheep, lambs, goats and kids.

Cy G O (H D)  
no 3082 dated 5th  
Sept 1903

paragraph 1740 (1) sub

Chapter LXXXVII.—Miscellaneous.

**1741.** The rules and orders regarding government cemeteries and churches are contained in appendix 37.

**1742.** The list of employes for whom liveries, warm clothing or uniforms and blankets have been sanctioned is contained in appendix 38.

**1743.** Meteorites should be forwarded to the Trustees of the Indian Museum, Calcutta, with observations upon the points mentioned in appendix 39.

G. O. no. 31 and 34, dated 1st, Sept. and 21st, June 1890.



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**XIII.**

**Separate Revenue Department.**

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### XIII.—SEPARATE REVENUE DEPARTMENT.

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### XIII.—SEPARATE REVENUE DEPARTMENT.

#### Chapter LXXXVIII.

##### A.—Excise.

**1801.** For the rules and orders relating to excise the Excise Manual should be seen.

##### B.—Income tax.

**1802.** For the rules and orders relating to income tax the Income Tax Manual should be seen.

##### C.—Nazul.

**1803.** For the purpose of these rules, nazul means any land or building which, being the property of the Government, is not administered as a state property under the control of the Board of Revenue or the forest department, or is not under the control of the military, postal, telegraph or other purely imperial department. Nazul thus embraces all immovable government property managed by the Collector or by any provincial department, or of which the management has been made over to a local body, but does not include property under the management of the Board of Revenue or the forest department.

C/ G. O. no. 1860/  
XII—929C, dated  
21st Aug. 1902.

**1804.** Land used for purely agricultural purposes, though it may hitherto have been classed as nazul, shall be placed as state property under the control of the Board of Revenue. This direction does not apply to encamping grounds, or to certain lands in the Lucknow district which have been left under the control of the Deputy Commissioner.

**1805.** Agricultural land within municipal limits shall ordinarily be dealt with under rule 2, and should, if possible, be excluded from the municipality by action under sections 188 and 189 of the Municipalities Act, 1900. But this direction shall not apply to petty arable areas, gardens or groves; or to grazing lands required for the cattle of the town, or to areas demarcated for a civil station, or to land likely to be required for municipal improvements or for the extension of building sites.

**1806.** Nazul shall be registered by the land records department in form I, and in the following arrangement —

Record of nazul  
Rule 4.

Volume I.—Register of lands and buildings [except railway and canal appropriations, and other lands (not being roads) for which separate registers are departmentally maintained] owned or used by the Government for administrative

C/ G. O. no. 2123/  
XII—929C, dated  
21st Sept. 1902.

purposes, e.g. court-houses, jails, tahsils, cemeteries, encamping grounds, &c.

(A) Lands with buildings attached.

(B) Provincial roads.

(C) Other plots.

*Volume II.*—Register of other nazul :—

(a) Intra-municipal—

(A) Lands with buildings attached

(B) Building sites.

(C) Roads (other than provincial) specially reserved by the Government.

(D) Other plots.

(b) Extra-municipal—

(A) Lands with buildings attached.

(B) Local roads.

(C) Other plots.

*Note 1*—The land record nazul registers should be written up in Urdu: all figures, however, should be entered in English.

*Note 2*—In register I and register II (b) the plots shall be grouped together by villages, a suitable number of pages being allowed for each village. In register II (a) the grouping shall be by municipalities; if the lands of more than one village are included within the limits of a municipality, the name of the village to which each plot belongs will be shown in column 1.

be appended a *parganawar* abstract of the road which road in the pargana, its total length, and the form of this abstract will be prescribed by the Board

**1807.** The authority, whether the Government or local, entrusted with the management of nazul, shall maintain a register in form II. This register shall be compared annually with the registers maintained under rule 4.

Rule 5.

**1808.** Nazul entered in volume I of the register described in rule 4 shall be managed by the department which would ordinarily control the property: jails by the jail department; tahsils by the Collector, &c.

Control and management of nazul.  
Rule 6.

**1809.** The control of nazul entered in volume II of the register described in rule 4 shall rest primarily in the Collector; but the immediate management shall ordinarily be entrusted as provided in the next three rules.

Rule 7.

**1810.** (1) Intra-municipal nazul, other than the area demarcated for a civil station, shall be managed by the municipal board.

Rule 8.

*Note*—If any intra-municipal nazul is occupied by the district board, e.g. as the site of a school or dispensary, it should ordinarily be leased to the district board for a long term at a nominal rent.



## Rule 14

the Government.

Plots of which the estimated value exceeds Rs. 300 shall not be sold or leased for building purposes, except with the previous sanction of the Commissioner.

*Explanation*—The estimated value shall ordinarily be taken as 20 years' purchase of the rent that would be assessed on the plot under rule 18.

*Note*—No plot shall be sold if it forms a continuous part of a larger area of nazul

**1817.** The sale of any land under these rules shall be under the Collector's orders, and shall ordinarily be by auction

Rs. :-

ing  
sold, no rent shall be reserved.

## Rule 16

**1818.** Leases for building purposes shall be of two classes, viz—

(a) a perpetual lease, with a premium paid and an annual rent reserved,

(b) a terminable lease, with no premium, but an annual rent reserved.

When a plot is to be leased, the Collector shall determine, with regard to the wishes of the person applying for the lease, to the probable rise in the value of the land and to the other circumstances of the case, whether the lease shall be a perpetual or a terminable one.

## Rule 17

**1819.** The method of granting a perpetual lease shall be as follows—

(1) The plot shall be assessed to rent, which shall be taken instead of land revenue and local rates on the plot. The rent shall ordinarily be 10 per cent. in excess of the highest rate at which land revenue is assessed on

neighbour-  
hood, or  
2 per cent.  
of the total  
value of the  
land, whichever  
is the higher rate  
and

(2) The Collector shall declare the rent assessed on the plot, and invite tenders therefor. The person who offers the highest rent shall be the lessee. The

Collector may, for reasons to be recorded, refuse to accept the highest or any offer.

**1820.** When a terminable lease is given, it shall not ordinarily be for a shorter period than thirty years, and shall in

## Rule 18

all cases provide for renewals, at a moderate enhancement of rent, up to a minimum period of ninety years. The rent shall in no case be less than the highest rate at which land revenue is assessed on similar and similarly situated lands, under ordinary tillage, in

the neighbourhood. Subject to this minimum, the Collector shall assess such rent as may appear to him proper with regard to the circumstances of each plot, or he may put the lease up to auction.

*Note.*—The municipal board must first sanction any lease of a building site under its management.

**1821.** When the rent fixed under rule 17 (1) or 18 does not exceed three rupees annually, it may be commuted by payment of thirty times the annual amount.

Rule 19.

**1822.** A plot shall not be sold for other than building purposes, except with the previous sanction of the Government. If a plot is leased for other than building purposes, the conditions of the lease, if given by the municipal board, shall require the sanction of the Collector. Every lease under this rule shall be submitted to the Commissioner for approval if its term exceeds seven years or if the area leased exceeds twenty acres.

Rule 20.

**1823.** Under the orders of the Commissioner, a map of the civil station shall be maintained, showing the plots and lands available for building sites. Any unoccupied lands likely to be specially valuable shall be marked "reserved" on the map, and shall not be transferred except with the previous sanction of the Government.

Nazul in the area demarcated as a civil station.

Rule 21.

**1824.** A rate or rates of rent shall be fixed, with the sanction of the Government, for each civil station in which there is nazul. The owner of each bungalow built on nazul who does not pay rent for the site and has not been exempted from such payment, or who is not holding under an unexpired lease, shall be called on to show cause why he should not pay the rate fixed under this rule. Where the Collector considers that a claim for exemption or for payment at a rate below that fixed for the locality has been established, he shall report the case, through the Commissioner, for the orders of the Government.

Rule 22.

*Note.*—The procedure laid down in this rule does not apply to cases where the Government, in any department, is the owner of a bungalow erected on nazul land.

**1825.** A plan of the civil station, showing lands "reserved" under rule 21, sites already leased out, unallotted sites, and land available for sites, shall be prepared and, with the prescribed form of lease and schedule of rates fixed under rule 22, be open to the inspection of the public in the office of the Collector.

Rule 23

**1826.** No nazul plot in a civil station shall be sold or given on perpetual lease without the previous sanction of the Government. If the plot is given on perpetual lease, rule 17 shall be followed, *mutatis mutandis*.

Rule 24.

**1827.** Each application for a terminable lease of a building site shall be submitted in writing to the Collector, and shall state the particular purpose for which the land is required. It shall describe the ground required by the number, letter or other distinguishing mark by which it is known in the map, and shall be accompanied by a ground plan and elevation of the building which it is proposed to erect.

Rule 25

The Collector may, for reasons to be recorded in writing, reject any application made under this rule.

**1838.** Before a government building is sold by, or on behalf of any department, the Magistrate of the district shall certify that he has ascertained to the best of his knowledge after due inquiry, that the building is not required by any other department and cannot be conveniently utilized for any public purpose. He shall at the same time state whether the building is on the books of the public works department and if it be on the books of that department shall furnish the opinion of the executive engineer, who will be guided by article 1057 of the Public Works Code.

Rule 38

**1839.** When it is proposed to sell or lease as a building site any nazul in the vicinity of a fort or large railway bridge, the General Officer Commanding the Brigade shall be consulted before orders are passed or sanction is applied for as the case may be.

Rule 37

**1840.** When it is proposed to sell or lease any nazul land in the vicinity of a railway station the railway administration shall be consulted before orders are passed or sanction is applied for as the case may be.

Rule 38

*D—Salt.*

**1841.** For the rules and orders regarding salt revenue the manual of the Northern India salt department should be seen. The rules for the guidance of the police are contained in the handbook for station officers.

*E—Stamps*

**1842.** For the rules regarding stamps, the Stamp Manual and Donogh's 'The Indian Stamp Law' should be consulted.

C/ no 2630/XII  
—929C dated 21st  
Oct 908

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XIV.  
Forest Department.

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*Blank.*

See Forest Manual.

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xv.  
Educational Department.

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## XV.—EDUCATIONAL DEPARTMENT.

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## XV — EDUCATIONAL DEPARTMENT.

### Chapter LXXXIX.—Indian students going to England

**1901.** Owing to the difficulties experienced by Indian students on their first arrival in England by reason of their lack of information as to educational facilities and social conditions a bureau has been established in London for the supply of information as well as a standing committee for general advisory purposes. The bureau and the committee work in close relation with one another and the head of the bureau, who is called the Educational Adviser to Indian Students, also acts as secretary to the advisory committee.

Bureau and advisory committee in London

C/ G G O (R  
D) no 556/560 and  
1073 dated 1st July  
1909 and 21st Oct  
1910 G O no 763/  
XV—274 and 1153/  
XV—197 dated 31st  
July 1909 and 22nd  
Nov 1910

**1902.** The functions of the bureau are to answer inquiries in regard to educational facilities, to keep a list of lodgings and boarding houses suitable for Indian students and of private families willing to receive them on such terms as may be arranged to furnish students with references

Functions of the bureau.

es in which the  
students and  
s themselves or  
ith the Board

of Education with its correspondents at the leading Universities and with local committees in India

**1903.** The advisory committee is available for consultation by students or their parents by the Educational Adviser and by the Secretary of State and brings to the latter's notice any matter in regard to which it may desire to suggest action on his part for improving the position of Indian students. It stands, as far as possible *in loco parentis* to students whose parents are unable themselves to supervise their education. In particular, its members are ready to assist students in social matters. It is hoped that in this way they may be able to do much towards removing any feeling of friendlessness, and towards providing for young Indians social opportunities which would not otherwise be open to them.

The committee undertakes, as a special department of its work, the duties of investigating cases of alleged distress among such students and of creating a fund for the purpose of affording temporary relief to those whose cases may prove to be genuine and who may be in urgent need of assistance.

**1904.** A provincial committee consisting of representative European and Indian gentlemen has also been formed in the United Provinces and in direct communication with the central bureau in England. By means of this agency it is hoped that the Educational Adviser will be able to obtain all information regarding individual students which may be desired by the

University or other authorities in England, and thus to meet the need which has made itself felt for detailed and trustworthy information as to the position, means and character of Indian applicants.

**1905.** The functions of the committee are—  
 Functions of the committee.

- (1) To furnish information\* and advice to Indians who contemplate going to England.
- (2) To circulate in India to colleges and other institutions the educational, financial and social information collected by the central bureau in London.
- (3) To communicate with the central bureau on behalf of students before they start or on behalf of their parents when they are in England.

One of their minor duties is to see that the handbook of information, which will be published by the central bureau, is kept up to date; and the latter have been asked to supply from time to time to the local committees in India all information necessary to correct that given in the current issue of the book.

**1906.** Any enquiries whether between the Government of India and the Local Government or between the Local Government and the Magistrate of the district in which the student's parents or guardians happen to be living should be made as expeditiously as possible, the telegraph being used, if necessary.

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\* *Note.*—The committee has been asked to give as wide publicity as possible among those interested to the difficulties into which Indian students are apt to fall if they are not provided with sufficient information.

## Chapter XC.—Reformatory School.

**1907.** No person may, under the law, be ordered\* to be detained in a reformatory school unless he is (a) a male, (b) under the age of 15 years, (c) convicted of an offence (as defined in section 3 of the General Clauses Act, 1897) punishable with transportation or imprisonment, (d) a twelfth sentenced to transportation or imprisonment, and (e) of a class declared by the rules made by the Government, under section 8, sub-section (3) of the Reformatory Schools Act, 1897, to be suitable for reformatory treatment (vide paragraphs 1908 *et seq.*)

*Note 1*—For other juvenile convictions see paragraph 940

*Note 2*—The sentence of imprisonment passed should not be a nominal but an adequate punishment for the offence

**1908.** †The most proper subjects for reformatory treatment are those who are without proper parental or other control, and who have committed an offence or offences against property. As a rule it is not desirable to send boys to a reformatory school before they have completed their ninth, or after they have completed their fourteenth year of age. No boy should be sent to a reformatory school on a first conviction, unless there is reasonable cause for supposing that he is being trained up to, or likely again to lapse into, crime

Cf G O no  
1031/VI—1011 dated  
18th June 1897

Cf G O no  
1031/VI—1011 dated  
18th June 1897

Cf G O no  
1031/VI—1011 dated  
18th June 1897

**1909.** †No boy belonging to any of the following tribes should be sent to a reformatory school—

Aheriahs.	Bhatas	Kanjars
Berriahs	Daleras	Nats
Bauriahs	Doms	Banauriahs
Barwars	Haburahs	Bansiahs

Other boys who appear to be habitual offenders should be sent (if at all) at an early stage in their career, being less amenable to reforming influences as they approach the age of 15

*Note*—Cases have occurred in which boys of the excluded tribes have been ordered to be detained in the reformatory school. The Government is not prepared to move the High Court to exercise its powers of revision in such cases and is compelled to discharge the offenders. Magistrates therefore should verify as far as possible the statements of boys as to their caste, and cross-question them as to their got or sub-caste, before ordering their confinement in the school.

Cf G O no  
2021/VI—501B-107.  
dated 9th Dec  
1907.

**1910.** †No boy should be sent to a reformatory school who has been convicted of an unnatural offence or whose antecedents afford reasonable grounds for assuming habitual immorality. A youthful offender convicted of murder should not ordinarily be sent to a reformatory school

**1911.** The periods for which youthful offenders may be sent to the reformatory school are—

Cf G O no 1031/  
VI—1011, dated 18th  
June 1897

(1) seven years. If the offender is found by the court or magistrate to have attained at the date of his conviction an age which is less than ten years—

\**Note*—For empowered Magistrates see paragraph 941. Magistrates should act where necessary under section 9 of the Reformatory Schools Act, 1897

†*Note*—Rules under section 8(3) of the Reformatory Schools Act, 1897

(2) not less than five years unless he would sooner attain the age of eighteen years, and in such last mentioned case a period equal to the difference between eighteen years and the age he is found to have then attained—if he is found to have then attained the age of ten years or an age which exceeds ten years

*Note*—The periods under this rule should be —

Age	Period
9 years	.. Seven years
10 do.	.. Not less than five years and not more than seven
11 do.	.. Ditto ditto.
12 do.	.. Ditto and not more than six.
13 do.	.. Five years
14 do.	.. Four do

**1912.** When the order for detention has been passed, the youthful offender should (unless he has to be sent to the district jail, owing to want of accommodation in the reformatory school) be made over to the District Magistrate who should arrange for sending him with the necessary papers to the reformatory school with a view to pass through the jail the criminal court, together with the offender may have been previously punished, the position and character of his parents or guardians and any other facts known to the police which might be useful in dealing with him

**1913** (1) As soon as it appears to the Director of Public Instruction that, owing to want of accommodation at the reformatory school, boys should not, for the time being, be admitted to the reformatory school, he should immediately give intimation to the High Court, to every Court of Session and District Magistrate, to the Inspector-General of Prisons and to every superintendent of a prison, reporting his action at the same time to the Government.

(2) Immediately that accommodation is again available, the Director of Public Instruction will cancel his notice in a similar manner.

(3) During the intervening period courts or magistrates will, on passing an order that a youthful offender should be detained in a reformatory school, send such youthful offender instead to the district jail to be confined (vide paragraph 798A of the Jail Manual) for the term of his original sentence, unless he is previously removed to a reformatory school

(5) If accommodation becomes available in the reformatory school, he for youthful offenders sent direct from the courts and for those temporarily confined in prisons owing to the want of accommodation in the reformatory school, the Director of Public Instruction should inform the Inspector General of Prisons who will transfer the latter to the reformatory school,

Cf G O no 1633/  
VI—40B, dated  
18th June 1897

Cf G O no 1890/  
VI—40B, dated 13th  
June 1903

Procedure in case of  
accommodation not being  
available in the reforma-  
tory school

.. hful  
.. of

I

Employment of youths  
discharged from the  
reformatory school.

**1914.** Any suitable opportunity should be taken for inducing employers of labour to give a trial to youths who have been trained in the reformatory school, where the following handicrafts

G. O. O. M. 1887  
18-1887. 1887  
6th June 1887

are taught :—

- |  |                  |
|--|------------------|
| (1) Carpenter's and blacksmith's work. | (4) Shoe-making. |
| (2) <i>Darri</i> and carpet weaving.   | (5) Cano work.   |
| (3) Tailoring.                         | (6) Agriculture. |
|  | (7) Stone works. |
|  | (8) Pottery.     |

## Chapter XCI.—Miscellaneous.

G. O. no. 212,  
dated 2nd Aug 1875,  
and no. 801/III—  
512-12, dated 21st  
June 1895.

**1915.** Under no circumstances can an officer in the European educational service receive an increase of pay, or an officer in the provincial educational service or head master of a zila school, European or Eurasian, or promotion until

has passed the military officers, in Urdu prescribed rule affects any special provision to the contrary contained in the contract, if any, entered into with the Secretary of State by a person appointed to the European educational service.

*Note*—The language test is intended to be a purely linguistic one, and therefore the passing of the ordinary departmental examination for junior officers of these provinces cannot be held to be a sufficient compliance with the rule.

G. O. no. 585/  
XV—213A, dated  
26th Dec. 1899.

**1916.** Collectors and assistant and deputy collectors should recognize fully the duty incumbent on them of inspecting government schools, and especially village schools. The duty of examining classes must be left mainly

to the deputy and sub-deputy inspectors of schools. But it is of great importance that the Collector and his assistants and deputies should satisfy themselves, by local inspection, whenever possible, of the efficiency of the school and the condition of the school buildings, the conduct and reputation of the masters, and the attendance and good order of the students.

**1917.** As for the other orders and rules regarding education the Educational Code should be seen.

\* *Note*—Vide Army Regulations of India, volume II.

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**XVI.**  
**Sanitation Department.**

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## XVI.—SANITATION DEPARTMENT.

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## XVI.—SANITATION DEPARTMENT.

### Chapter XCII —Deputy Sanitary Commissioners.

**2001.** The improvement of the birth and death registration of both urban and rural circles is an important duty of the Deputy Sanitary Commissioner, and with that end

Duties

C/ G O no 1146  
A dated 20th Nov  
1878 no 148, dated  
31st May 1879 and  
no 412/V—267B,  
dated 23rd Sept,  
1893

in view he will examine birth and death registers and returns kept at the police offices of his circle as often as possible. He will note the condition of the registers, and returns, the probable amount of attention given to the registration and the correctness or otherwise of the entries and total additions, and will record the results of each examination in the thana visitors' book for the information of the superintendent of police.

**2002.** The Deputy Sanitary Commissioner shall, in addition to the ordinary duty of testing birth and death registration, scrutinize the returns and reports of testing submitted by vaccinators and assistant superintendents of vaccination.

**2003.** The Deputy Sanitary Commissioner should inspect towns and large villages of 5,000 inhabitants and upwards in all parts of his circle visited during his tours or journeys. A record of circumstances likely to produce disease will be made and a concise report submitted to the Magistrate or in the case of municipalities to the chairman of the municipal board with such recommendations for improvement in the sanitary aspect of the site as may seem advisable. These sanitary inspections of centres of population must be made by the Deputy Sanitary Commissioners no subordinate officer of the department being permitted to inspect or report upon the sanitary condition of any town or village.

**2004.** Deputy Sanitary Commissioners should attend to the furtherance of measures for the improvement of the sanitary condition of villages. Efforts also should be made to persuade villagers to abandon practices which tend to produce unhealthiness.

**2005.** When necessity arises, the Deputy Sanitary Commissioner should investigate the circumstances and record the facts in regard to undue prevalence of any disease arising within the limits of his circle. And for such investigation and record the aid of the subordinate establishment may be made available, if practicable.

**2006.** The Deputy Sanitary Commissioner will prepare and submit to the Sanitary Commissioner an annual sanitary report for his circle under the following headings —

- i —Vital statistics (progress and improvement)
- ii —General history of chief diseases
- iii —Sanitary works—civil
- iv —General remarks, including record of inspections

**2007.** Deputy Sanitary Commissioners will inspect vaccination work within their respective circles, will verify the record of results, and will

report on the progress of vaccination to the Superintendent General. Their tours should cover specially those districts in which vaccination is backward or in which for special reasons the civil surgeon may be compelled to restrict his tours.

**2008.** Deputy Sanitary Commissioners<sup>11</sup> will submit the annual vaccination or other established returns to the Sanitary Commissioners office, and their official reports and correspondence with the higher authorities will be addressed to the Sanitary Commissioner.

**2009.** Deputy Sanitary Commissioners should impress on all subordinates of the department the necessity of mastering the more important principles of sanitation and hygiene.

**2010.** Deputy Sanitary Commissioners are authorised to inspect all schools and colleges and report on their sanitary condition.

\* G. O. no 201/  
V-71 dated 21st  
Sept 1866

## Chapter XCIII—Epidemic diseases, such as cholera

## A—General

**2011.** When an enquiry into the prevalence and causes of an epidemic disease is being conducted great care must be exercised in the investigation of the facts connected with the outbreak and the progress of the disease, the evidence on which these facts rest must be carefully scrutinized. General statements made by villagers and subordinate officials especially if much time has elapsed since the outbreak should be received with caution.

Cf G O no 456/  
V-287B-2 dated  
19th Oct 1893

**2012.** Officers must refrain from giving expression to opinions not warranted by the facts established by the evidence whatever conclusions are advanced must be based on the facts established and it should invariably be stated on what evidence the facts accepted as established rest.

**2013.** The inquiry should be of a purely practical character, and theoretical discussions should be avoided.

**2014.** The following points deserve special attention —

- (a) The history of the disease in the locality—district province, or other area affected—during the last few years
- (b) The date on which the first case appeared during the period preceding the outbreak under investigation the circumstances connected with the appearance of the first case and with the subsequent progress of the disease the number of towns and villages attacked the number that escaped and the relative proportion between the two, the distribution of the disease by localities and by time as shown by the daily number of attacks, the relation which existed between the rise and fall of the outbreak in adjoining places particularly in municipalities and cantonments
- (c) The circumstances connected with the rise subsidence and disappearance of the disease in any place or in different parts of the same place, and also those connected with the escape or comparative exemption of other places in the neighbourhood. Under this head the sanitary or other local conditions of the places which suffered, and especially of those which suffered much, call for careful investigation. Among the more important of these conditions may be mentioned drainage conservancy, water supply, food clothing and the degree of overcrowding if any. Where a severe outbreak was clearly associated with marked insanitary conditions the state of such places should be compared with the state of those which either suffered little or altogether escaped the differences should be noted, and an endeavour made to ascertain what degree of correspondence existed between insanitary conditions and the relative intensity of the disease.
- (d) Endeavour should also be made to ascertain what were the exact meteorological phenomena of the year whether they presented any peculiarity, and whether this peculiarity appears to have had any relation to the outbreak.

G. O. no. 177/  
XII—187, dated 14th  
Aug. 1888.

**2015.** The District Magistrate will not interfere with the practice of conducting the opium settlements or weighments at the sadar station on account of epidemic disease, except in the special circumstances and under the conditions stated below:—

Interference with  
opium settlements or  
weighments during the  
prevalence of epidemic  
diseases

(i) When by reason of the prevalence of epidemic cholera or other

of the district.

(ii) If the opium officer makes no objection to the proposals, the District Magistrate may issue orders accordingly, sending a copy to the Commissioner for information

(iii) If the opium officer does not concur as to the necessity for conducting the settlements or weighments elsewhere, the District Magistrate should report the matter to the Commissioner for orders, and should stay action until he receives them.

Letter from the  
Railway Board, no.  
R.E.—741, dated  
30th Oct. 1905.

**2016.** (1) A railway administration is held to be primarily responsible for proper sanitation on the open line and lines during epidemics on under construction.

**2017.** On open lines the telegram to all concerned, reporting the case of the death of a railway employé or passenger from cholera, smallpox, or plague, should include the Sanitary Commissioner of the province and the chief medical officer of the district in which the case occurred.

**2018.** The medical and executive staff of a railway should co-  
ng  
he

**2019.** For lines under construction a railway should submit to the Sanitary Commissioner of the province a statement showing the sanitary arrangements proposed, sending a copy to the local civil authority of the districts the line would pass through.

... being constructed,  
to be employed, and  
so indicate the position  
of dispensaries and deal with any special sanitary arrangements to be  
made for any particularly large works.

**2020.** The chief medical officer of a railway should for future appointments always hold a diploma of public health.

**2021.** ...  
ld be properly qualified  
le them to be employed

*B—\*Cholera.*

**2022.** Civil officers should take measures for obtaining immediate information of the outbreak of cholera within their jurisdiction, and should give immediate notice to—

*Cf G O no 37A., 38A and 7, dated 11th Oct 1864, 31st July 1867 and 30th March 1862*

(1) the military authorities,

(2) the Magistrates of surrounding districts and to the Political Agents for neighbouring native states

*Note*—In cases of outbreaks at fairs see paragraph 2070

**2023.** Similarly all information received by the military authorities should be at once communicated by them to the chief civil authorities of the district

*Cf G O no 918/ V—7B dated 4th May 1868*

**2024.** Civil officers should render every possible assistance to troops going into camp in consequence of an epidemic, especially in preventing any delay in procuring carriages, &c The maintenance of carriage in anticipation of a possible demand is not expedient, but if district officers co-operate cordially with the military authorities, the rapid movement of the troops will be efficiently provided for In carrying the measures into effect, expense may be incurred which the ordinary collection of carriage would not entail Any such expenditure may be undertaken and will be a charge on the military department

*Cf G G O no 556, dated the 24th July 1869*

*Note*—Cholera camps should be ploughed up as soon as the troops quit them

2025

of G O no 177/  
XII—187, dated 14th  
Aug 1888

**2015.** The District Magistrate will not interfere with the practice of conducting the opium settlements or weighments at the sadar station on account of epidemic diseases except in the special circumstances and under conditions stated below —

(1) When, by reason of the prevalence of epidemic cholera or of any other serious epidemic disease in some particular section of the district, the District Magistrate is of opinion that the opium settlements or weighments for cultivators of such section should be conducted elsewhere than in the sadar station, he should communicate his proposals in writing to the opium officer of the district.

(ii) If the opium officer makes no objection to the proposals, the District Magistrate may issue orders accordingly, sending a copy to the Commissioner for information.

(iii) If the opium officer does not concur as to the necessity of conducting the settlements elsewhere, the District Magistrate should refer the matter to the Commissioner for orders.

Letter from the  
Railway Board no  
R.E.—741, dated  
30th Oct 1905

**2016.** (1) A railway administration is held to be primarily responsible for proper sanitation on the open line and during epidemics on railways under construction.

**2017.** On open lines the telegram to all concerned, reporting the case of the death of a railway employé or passenger from cholera, smallpox, or plague should include the Sanitary Commissioner of the province and the chief medical officer of the district in which the case occurred.

**2018.** The medical and executive staff of a railway should operate with the local civil and medical authorities in all cases of an outbreak of epidemic disease on a railway (either open or under construction) giving early intimation of such an outbreak and taking such steps to meet the emergency as the civil authorities may reasonably ask for.

**2019.** For lines under construction a railway should submit to the Sanitary Commissioner of the province a statement showing the sanitary arrangements proposed, sending a copy to the local civil authority of the districts the line would pass through.

This statement should include the length of the proposed line, the number of dispensaries and deal with any special sanitary arrangements made for any particularly large works.

**2020.** The chief medical officer of a railway should for his appointments always hold a diploma of public health.

**2021.** The subordinate staff engaged should be properly qualified, their qualifications being such as would entitle them to be employed in government service under similar circumstances.

*B.*—•*Cholera.*

**2022.** Civil officers should take measures for obtaining immediate information of the outbreak of cholera within their jurisdiction, and should give immediate notice to—

*Of. G. O. no. 37A., 38A., and 7, dated 11th Oct. 1864, 31st July 1867 and 30th March 1882.*

- (1) the military authorities,
- (2) the Magistrates of surrounding districts and to the Political Agents for neighbouring native states.

*Note.*—In cases of outbreaks at fairs see paragraph 2070.

**2023.** Similarly all information received by the military authorities should be at once communicated by them to the chief civil authorities of the district.

Cf. G. O. no. 918/  
V-7B, dated 4th  
May 1888.

**2024.** Civil officers should render every possible assistance to troops going into camp in consequence of an epidemic, especially in preventing any delay in procuring carriages, &c. The maintenance of carriage in anticipation of a possible demand is not expedient, but if district officers co-operate cordially with the military authorities, the rapid movement of the troops will be efficiently provided for. The rapid measures into effect, expense may be incurred, but the cost of carriage would not entail. The cost of carriage will be a charge on the military department.

Cf. G. G. O. no. 850,  
dated the 24th July  
1869.

*Note.*—Cholera camps should be ploughed up as soon as the troops quit them.

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contingency will not often occur. In the majority of cases it is origin of the disease will be found in the contamination of only : very possibly by an arrival from an infected area.

small urban areas, in which the number of wells is limited and is possible, all the wells with the exception of one or two should be closed temporarily with boards and sods. The wells should be permanganated, and for them Kahar water-drawers appointed. No person except the Kahars appointed for this purpose should be permitted to draw water from these wells. The Kahars should be supplied with a new rope or one that has been well soaked in permanganate. At each end of the rope should be affixed an iron bucket or a tin. These tins and *dots* should never be removed from the wells during the outbreak. The Kahars furnish water by pouring it into a bamboo or tin *purnalla*, below one end of which is presented the vessel which requires filling. This method is commonly known as the *dot* system. The services of the Kahars should be retained for six days after the occurrence of the last cholera case.

28. (1) District officers shall be civil surgeons to be  
of medicine  
breaks of cho  
s containing sets of  
sub-assistant surgeons

or vaccinators, when deputed to cholera-stricken  
the country; the expense will be met from the local funds of the  
or, where there is a municipal committee, from the municipal funds  
places which might require the services of the sub-assistant

(2) Cholera pills should be supplied, free of charge, to postal s in out of the way places where there is no medical aid.

**Q29.** While house-to-house visitation during epidemics of cholera is of the greatest importance, special hospitals are also necessary for the proper treatment of the homeless and destitute sick; as well as for the isolation of infectious disease. But any undue pressure used to compel the sick to resort to such hospitals is likely to result in the concealment of sickness to avoid removal from their homes.

**1030.** Whenever cholera prevails within the limits of any mortuary circle, the circle mortuary registrar shall submit a daily report of the deaths reported from cholera to the Magistrate in the prescribed form.

**1031.** The Magistrate will at the close of the day on which such returns have been received, or as soon after as possible, transmit in the form of a return to the Registrar-General within the prescribed limits, he will also forward to the Registrar-General, the

Sanitary Commissioner, and the Commissioner simultaneously.

**2032.** In the event of a severe outbreak, the district mortality registrar may, with the approval of the Magistrate, apply to the Inspector-General of Civil Hospitals for the services of one or more sub-assistant surgeons to dispense medicines in the localities where the disease is most prevalent.

*Note.*—For the employment of vaccinators, &c., as distributors of medical relief during epidemics, the rules in the District Board Manual should be seen.



## Chapter XCIV.—Fever.

**2036.** It is now the sale of quinine. The following agencies have accordingly been established :—

- (1) post offices,
- (2) vaccinators,
- (3) tahvildars, patwaris and stamp vendors,
- (4) court of wards officials,
- (5) school masters in board and aided schools,
- (6) zaladars and signallers in the irrigation branch of the public works department.

*Notes.*—1 Rural station masters may also be invited to undertake the sale of quinine in pice packets. They will obtain the packets of quinine powders from district boards on payment

2 Landlords and their agents may also be employed in those districts in which the District Magistrates are of opinion that sales by such agencies can be usefully carried on.

Commission to agents

**2037.** The commission paid to agents is two annas in the rupee.

**2038.** One powder of nine grains each, or three tablets containing three grains each (which is the dose most suitable for a child), are sold for one pice.

**2039.** A stock of quinine is purchased by the Inspector-General of Prisons and retained by him in the Aligarh jail or any other convenient depôt.

Indents for quinine.

**2040.** The agencies obtain their supplies of quinine as follows :—

- (1) Post offices under rules framed by the public works department.

" for " Civil Surgeons " in paragraph

*Cf. G. O. no 149/  
V-92, dated 15th  
March 1913*

of wards estates.

on indents signed by district boards.

in the irrigation department from

the form of three-grain tablets  
ve tablets. These tablets are

the Aligarh jail at Rs. 3, Rs. 4,

Superintendent of  
at less than

*Cf. G. O. no. 2  
V-973B, da  
15th Nov. 1907.*

the Aligarh  
one packet as  
packets will be covered  
last one is sold, be kept in this  
exposed to damp.

*Cf. G. O. no. 45/  
V-6, dated  
February 1910.*

**2042.** The first packets will be treated as  
of which must be refunded before another is indented for.

*Cf. G. O. no 301/  
XVI-54, dated 1st  
June 1910.*

*Cf. G. O. no. 430/  
V-168, dated 20th  
Sept. 1909,  
Cf. G. O. no. 621/  
V-131, dated 16th  
Dec 1909  
Cf. G. O. no 553/  
V-973B, dated 15th  
Nov. 1909.*

**2033.** In the case of a violent outbreak amongst the general population, or whenever the British troops in the district are attacked by cholera, the Magistrate shall report either fact direct to the Government

**2034.** No exceptional measure having for its aim the arrest of the outbreak, such as the establishment of a local quarantine prohibition of the sale of fruit or vegetables or of any article of food, shall be brought into force without the special permission of the Government

**2035.** The Sanitary Commissioner shall watch the return of deaths from cholera and advise the Government when to call for a report as to the prevalence and cause of the epidemic

## Chapter XCIV.—Fever

**2036.** It is now recognised that one of the most effective means of checking the ravages of malaria in India is the use of quinine both as a prophylactic and as a remedy for the disease and the following agencies have accordingly

- (1) post offices,
- (2) vaccinators,
- (3) tahsildars, patwaris and stamp vendors,
- (4) court of wards officials
- (5) school masters in board and aided schools,
- (6) ziladars and signallers in the irrigation branch of the works department

*Notes*—1 Rural station masters may also be invited to undertake the sale of quinine in paper packets. They will obtain the packets of quinine powders from the boards on payment.

2 Landlords and their agents may also be employed in the same district, which the District Magistrates are of opinion that sales by such agencies can be well carried on.

**Commission to agents** **2037.** The commission paid to agents is 1 anna in the rupee.

**2038.** One powder of nine grains each or three tablets of three grains each (which is the dose in most cases for a child) are sold for one pice.

**2039.** A stock of quinine is purchased by the Inspector of Prisons and retained by him in the Aligarh or any other convenient depot.

**Indents for quinine** **2040.** The agencies obtain their stock of quinine as follows—

- (1) Post offices under rules framed by the works department

indent are prepared the cost should be credited into the local treasury with the usual chalan. The treasury officer will send a monthly statement of chalans issued during the month to the Superintendent district jail Aligarh for record in the departmental accounts. Intimation of the fact of such sums having been credited into the treasury should also be sent to the Superintendent by the indenting officer.

*Note*—Registrar kanungos should be employed in issuing quinine and preparing the accounts of talwars, patwaris and stamp vendors.

**2043.** In addition to the sale of the drug there will be a free

Free distribution of quinine in severe epidemic form. The test of the necessity of such free distribution is as follows. When the

figures of admissions from malaria into dispensaries are found to be double the average of the past five normal years (excluding the years 1908 and 1909 in which the disease appeared as an epidemic of unusual intensity) for two consecutive weeks the civil surgeon of the district will at once report the fact to the Inspector General of Civil Hospitals and at the same time will make immediate arrangements for the appointment of persons as distributors of free quinine. He will commence the distribution of free quinine as soon as he possibly can subject to any subsequent orders he may receive from the Inspector General. He will apply to the Inspector General for

1. 50lb of

the civil

quinine

surgeon of each district of the province. The Inspector General of Civil Hospitals will be sole sanctioning authority for subsequent additions to the stock. The Inspector General will be at liberty to transfer reserve stocks from districts unaffected by malaria to districts where the disease has assumed an epidemic form.

Magistrate of

The choice of

two officers su

of quinine and as such remunerated by commission.

tabloid form will be issued from touring officers for quinine. The Deputy Sanitary Commissioner and such other touring officers and such other touring officers may be sent for quinine and Deputy Collectors who tour should get the supplies furnished with whom a reserve of 50lb

to be  
a g a) Cf G O s no  
4 7/V-90 dated  
11 November 1911  
os 201/V-90 nd  
205/V-10 dated  
1311 A1 11 1912

**2043A.** A stock of 100 lb of quinine at the Aligarh jail to meet demand for free distribution. The Sanitary Commissioner, the Special Magistrate as are not definitely attached to departments and Commissioners of this stock while on tour. Collector of quinine for distribution while on tour. Civil Surgeon of the district concerned drug is kept.

This free distribution of quinine should be made every tour during the prevalence of a severe epidemic of malaria.

by Government officials on epidemic of malaria.

to be selected by the

(6) One selected deputy collector or tahsildar

- (7) The special health officer (if any) at divisional head quarters.
- (8) As many civil surgeons stationed in the division as can conveniently arrange to attend the meetings
- (9) The civil surgeon of the head quarters of the division (secretary)

**2046.** Divisional committees should divide their work into two

Duties of divisional committees

portions. The first portion will consist of such duties as can be only performed by experts. For this purpose the president will arrange to select a sub-committee which will ordinarily consist of all members possessing professional knowledge of information as to the distribution and endemology of malarial conditions, the life history

physiological and therapeutic action of quinine and other remedies for malaria. The remaining portion of the work will be done by the committee as a whole. This will consist of the very important study of the local conditions of the habits and wants of the people in the division with regard to the spread of the disease. Upon the basis of these enquiries the committee as a whole will form conclusions and make recommendations as to the best remedies to be employed in the division. No limit is laid down to the scope of the work to be done by such committees, and the above suggestions are not intended to be in any way exhaustive and are mentioned only as indicative of lines upon which such committees may work to advantage. The divisional committees should meet, as often as they conveniently can, and it is hoped should be able to arrange to assemble at fairly frequent intervals during the year.

**2047.** Over the divisional committees is the central provincial

Duties of provincial committee

committee, which will meet at Lucknow at suitable intervals. Its duties are to collect, discuss and criticise results obtained by the divisional committees.

**2048.** The rules in paragraphs 2049 to 2073 are to be observed in the management of important fairs (i.e. any fair at

Sanitary arrangements  
at fairs.

ment of every large fair.

**2049.** The Magistrate of the district, in which the fair is held, should ordinarily be the officer in charge of the fair; but when he is unable to take immediate charge, he should depute one of his covenanted staff for the duty. No one but a covenanted officer should, under any circumstances, be placed in charge of any fair without the previous sanction of the Commissioner.\*

**2050.** In the case of every imp charged by him with the conduct of tl and confidentially with the Sanitary the sanitation of the fair and to the health of the people attending it, and should endeavour, by the utmost weight of his authority, to enforce the observance by the people assembled, of measures deemed essential to their protection from disease.

*Note.*—The Sanitary Commissioner exercises administrative medical and sanitary control over all fairs and large gatherings, and additional medical officers placed at his disposal will be under his entire control during the time of the fair or gathering.

**2051.** About a month or two before the occurrence of any large fair the Magistrate of the district should inform the Sanitary Commissioner of the date of the fair and the probable number of persons likely to be present with an estimate of the strength of the conservancy staff and police in his opinion required for conservancy and the enforcement of sanitary regulations. The Sanitary Commissioner will reply, either agreeing to the proposals or suggesting modifications, and at the same time telling the Magistrate whether he or the Deputy Sanitary Commissioner will be present, and, if so, on what date they propose to arrive. It will then be for the Magistrate to arrange to have the staff collected as far as possible. The staff will be under the orders of the officer in charge and will be available for laying out the site or for such other purposes as he thinks fit, until the arrival of the sanitary authority. On the arrival of the sanitary authority he should consult the officer in charge and they will arrange with each other as to what proportion of the staff, both police and sweepers, can be placed at the disposal of the sanitary authority. The latter will then be in immediate charge of the conservancy and sanitary arrangements, and, as far as possible, the staff put under his control will

\*Note - The motion is from the member -

... suggested adopted for the

- and down
- properly
- to see that
- no has no
- authority
- we should
- submitted
- have the



G. G. O. no. 8A.,  
dated 5th March  
1870.

**2056.** The medical officer should furnish a supply of medicines and surgical instruments for hospital use at the fair and will be responsible for advising the Magistrate on any points of sanitation in connection with the fair on which he may be consulted or in which he may think proper to offer advice.

**2057.** (1) At every fair of importance at least two hospitals should be provided: one a general hospital and dispensary, and the other a hospital for contagious diseases.

Hospitals for fairs

(2) The

feet off the ground  
together and strer

against a strong wind; walls of *jhamps* or matting should be furnished on all four sides. The floor of the hospital should have a pathway, six feet wide, along the centre, and be slightly raised for berths on each side.

50 feet long and 20 feet

permit of the immediate erection of other hospitals, if necessity should require their construction.

(4) The

the hospital, with its inmates, may be readily cut off from communication with the people present at the fair.

(5) To every hospital a sub-assistant surgeon, cook, sweeper, and *bhishti* should be appointed, and the number of hospital servants may be increased where absolutely necessary by the medical officer.

(6) A supply of blankets must be furnished to every hospital, but patients should provide their own bedding.

(7) Two large *gharras* with drinking-water should be supplied to every hospital.

ho-  
the

(8) A

A box or other suitable vessel for  
each latrine, and stand inside

(9) The sweeper should specially attend to the latrine for the purpose of mixing dry-earth with the contents of the latrine pans and of removing the contents so mixed and deodorized and burying them underground.

(10)

pans for use in  
attention to the contents of these pans as to the contents of the  
pans; and more especially when patients suffering from cholera or  
contagious fever have to use the pans, the contents should be carefully  
disinfected with a solution of carbolic acid; or if that be not available, then  
treated plentifully with dry-earth and buried at some distance outside the

fair. Matter vomited by cholera patients should be treated in the same way

same, without the permission of the medical officer

**2058.** The duties of the police at fairs are—

(i) to maintain a careful watch that the sanitary arrangements are fully carried out,

Police at fairs.

(ii) to forbid the performance of the offices of nature in or near the fair at any place not set aside for such purpose,

(iii) to report to the medical officer of the fair the appearance of sickness in any part of the fair,

(iv) to cause all persons sick of cholera or small pox, or any other serious disease to be carried at once to the hospital set apart for such case, and, if possible, prevent the approach to the fair of any person affected by these diseases

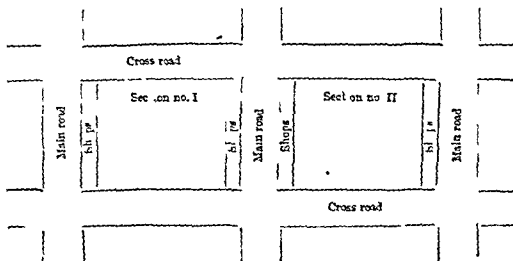
**2059.** (1) Some time before the fair the officer in charge should

Preliminary arrangement for fairs.

prepare a ground plan of the site of the fair correctly drawn to scale. Upon this plan the site should be divided by wide roads of communication in such a way as may be most convenient for the purposes of the fair

(2) The land between the main roads should be divided by cross roads, and the space between any two cross roads should be considered as a section of the fair, and should as far as possible, have its separate arrangements for the supply of food

The following ground plan of two contiguous sections is given in illustration of the preceding rule —



(3) The site of the fair should then be divided in correspondence with the plan, the main roads, if possible, being permanently marked out by stones placed in line on each side of the road.

(4) All jungle growths standing on the roads or on the places set aside in each section for the camping of the people should be cut down, and, if suitable, may be used to construct the latrine fences

(5) Whenever at any fair a very great assemblage of people may be expected, strong barricades should be erected across the roads of communication at such places as the police authorities may determine

**2060.** (1) The people, as they arrive, must be made to encamp in orderly arrangement on the vacant spaces between the roadways. No one may encamp on a roadway.

The management of the fair

(2) Bannas' and sweetmeat sellers' shops should be established in every division in sufficient numbers to furnish a supply of food for the division. These shops should be located immediately at the sides of the main road, but not on the road

**2061.** (1) In the immediate outskirts of the fair space should be set aside for conservancy purposes. These spaces should extend from end to end of the fair at convenient distances and should be not less than 30 yards square, every space being enclosed by a mat fence six feet high. It is very important that the enclosures should stand on fallow land which will be brought under cultivation in the ensuing season

Conservancy arrangements in fairs

(2) Immediately on the inside of the fence a trench should be provided running all round the enclosed space, except at the entrance way. The trench should be 12 inches deep, and when a new trench is required it should be dug on the inside of that just filled up

(3) Care should be taken that the margins of the trench are firm, and if the nature of the soil does not permit of this, the margins must be strengthened with stones placed in order and pieces of wood laid down on

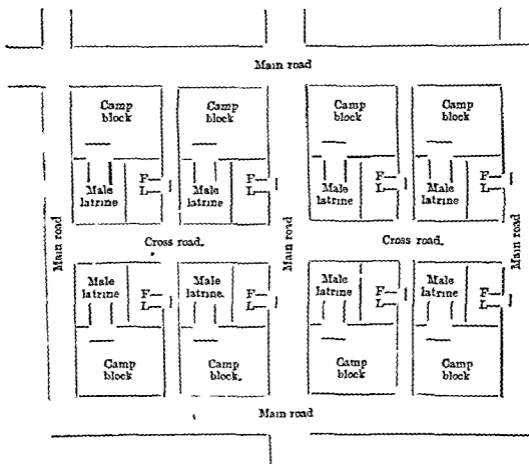
(4) The spaces between the fenced enclosures, whenever jungle or crops exist, should be guarded by watchmen. Suitable spaces should be set apart for the use of women only

(5) The people should be required to frequent the trenches and no other place for the performance of the offices of nature within the fair boundaries and a sufficient staff of sweepers should be employed to ensure that the enclosed spaces are kept in decent, cleanly order, and that the contents of the trenches are at frequent intervals covered over with earth so as to be completely hidden out of sight, and for this purpose every sweeper employed should be provided with a shovel

(6) Success in this matter will depend entirely on the way in which the sweepers attached to the trenches perform their duty. If proper cleanliness is maintained and the trenches always kept easily approachable, the people will use them with comfort, if improperly kept or in any way very offensive the people will naturally avoid them and the result will be that as many as can will frequent other places for the purpose

(7) Whenever the fair is of such extent as to cover many miles of ground, every section of the fair should be supplied with a separate fenced latrine space, and the site of the fair should then be arranged after

the following ground plan. Trenches should in these latrine spaces be dug across the space from side to side, and at one end of the space an enclosure for women should be provided.—



(8) Immediately after the termination of the fair every trench should be filled up completely with earth, and any earth that may afterwards remain should be heaped over the place where the trench was, so as to mark the position of the trench and prevent its being opened at any immediately succeeding fair.

(9) Small separate trenches may be provided, if practicable, for native gentlemen and their families, who should be responsible for the cleanliness of the fenced space and for allowing the public sweepers to keep the trench in proper order.

(10) Behind, or near to, each latrine space a pit should be provided for the reception of stable refuse and camp sweepings.

(11) If any animal should die in the fair, its body should be immediately carried out of the fair and buried. The slaughter or sacrifice of animals should be permitted at certain places only, and every part of the animal should be carried out of the fair as soon as possible, and the places set apart for this purpose should be carefully swept twice in the day, dry-earth at the same time being plentifully sprinkled where blood may have been spilled. The sweepings of these places must be carefully buried underground.

(12) If, as part of a religious ceremony, it should be necessary to permit a dead person or the body of a dead animal to be placed in any stream running through or past the fair, it should only be allowed below the site of the fair

Cf G O no 163/  
dated 6th Sept 1881

**2062.** The best protection against the outbreak of cholera at a fair is to be found not in interference with the movements of the people but in good sanitary arrangements. Where, however, cholera is actually present or immediately threatening in the locality, or even in the neighbourhood of the place where a fair is about to be held people should be warned of the danger they incur in going to the fair and when cholera breaks out at a fair, early dispersion of the assemblage is proved by experience to be the measure best calculated to check the extension of the disease

Cf G O no 185/  
XVI—168 dated  
22nd March 1910

**2063.** *Detection*—Early detection of the first case or cases of cholera is most important and to accomplish this a good system of patrols and a good reporting agency should be instituted. To this end the fair site should always be divided into beats and areas each having its reporting agency. The division will ordinarily be made in accordance with the proposals of the sanitary officer at the fair. As a rule the police vaccinators and sweepers, if properly posted will be able to give early news of suspicious cases

**2064.** *Disinfection*—This falls under two heads, namely (a) food and water supplies, (b) places

(a) *Food and water supplies*—The first few cases of cholera may point to these cases that early reporting measures important, as these cases become Later, should the agent in a case of cholera such wells as come under suspicion should be at once closed and disinfected by permanganate of potash in accordance with the instructions of the sanitary officer as the more suspicious of the town or site should inue unabated the wells should again be treated. It should be observed that cases may go on for three or four days after disinfection of the wells. To prevent the

must draw water as in fair times, when a great crowd is assembled he will not be able to do his work and will be overpowered

(i) *Places*—As soon as a case of cholera is discovered the disinfection gang under a reliable official should proceed to the place and disinfect. If the locality is a room thorough disinfection with perchloride of mercury (1 in 1000), cylin (1 in 200) or phenyle (1 in 20) must be performed—the room contents, surroundings and especially the latrine being completely soaked with the disinfection solution. If it is possible the house should be vacated and closed up but in any case the room or rooms that have been exposed to infection should be



**2072.** If the usual road of such pilgrims lies through any large town the Magistrate should establish a commodious halting place with a good well, near to the most convenient way or road by which the pilgrims may pass on their route outside the town, as directed by the police force detached for that duty. A plentiful supply of the ordinary articles of food will be sent out to the camping ground. Such of the pilgrims as belong to the town should be required to encamp there for one week before they can be permitted to enter the town, and then only in case of no appearance of the disease in the camp.

**2073.** In case of the cholera appearing amongst the pilgrims so encamped, a hospital similar to a fair hospital should be established, and the general body of pilgrims should be removed to another distant camping place, there to pass a second week in quarantine, paupers being supplied with a daily ration of food at the public expense.

Cf G O no 122/  
V-275B, dated 2nd  
Apr 1894

**2074.** (1) Prompt investigation should be made into cases of cholera occurring amongst pilgrims returning from bathing fairs and other great gatherings in order that the local origin of the disease may be ascertained as accurately as possible

(2) The various railway authorities in these provinces will report cases occurring on railway premises, and the District Magistrate

*Note*—In this connection the instructions regarding "epidemics" should be observed.

(3) With regard to the investigations to be carried out in the interior of districts, the district vaccinators will be employed by the civil surgeon to make inquiries into cases with a view to ascertaining the origin of the epidemic. Information collected by vaccinators shall be recorded on

all doubtful information being rejected. The abstract report when completed shall be submitted in duplicate direct to the civil surgeon, who will transmit one copy duly endorsed to the Sanitary Commissioner.

**2075.** With reference to the position of a railway administration to Booking of railway passengers to fairs closed on account of the outbreak of an epidemic. It has been such fair or gathering has been closed in consequence of the prevalence of infectious or contagious disease in epidemic form, or has been prohibited for any other reason, a railway administration should—

(i) discontinue the running of all special trains and withdraw all other facilities which are usually provided for the convenience of the traffic incidental to the occasion; and

Cf G G O no 4  
(P. W. D.) dated  
3rd July 1893, and  
no. 207 (J. L. D.) dated  
21st July 1893.  
G O no. 211/XVI—  
275B, dated 7th  
Sept. 1893.

- (ii) post up conspicuously at its stations a notice to the effect that the fair has been stopped, and require the booking clerks to warn intending passengers of this fact.

An intending passenger cannot, except for the reasons specified in section 71 of the Indian Railways Act, 1890, be prevented from proceeding on his journey if he persists in demanding a ticket after having been warned as directed above.

N.B.—The above orders empower a Railway Administration to stop special trains actually en route at any intermediate station, and to withdraw all special facilities from the passengers for proceeding thence to the fair, giving them at the same time special facilities for returning to their homes.

The position is altered when the Government has prohibited booking under the Epidemic Diseases Act.

**2076.** (1) An encamping-ground with a good well should, if possible, be provided at the railway stations nearest to the fair.

(2) From this encamping-ground to the site of the fair a pilgrim route and camping-grounds should be marked out and kept clear of road.

(3) The camping-ground should be laid out so as to accommodate with orderly arrangement as many men as possible. A plentiful supply of food should be provided, and fenced trenches for conservancy purposes should also be provided, and a party of police be appointed to have charge of each camping-ground.

(4) A hospital space should be set aside at each camping-ground, and no pilgrim sick of cholera, small-pox or contagious fever should be allowed to proceed with the pilgrims, but should be removed to the hospital space for medical treatment, and the pilgrim route should be immediately diverted from that camp into some other road, a new camping-ground being provided to which the camping pilgrims should be directed.

(5) Two sweepers should be attached to each considerable camping-ground to cover in the trenches after they have been used, to provide new trenches, and to bury carefully the excretions of patients encamped in the hospital space.

Similar arrangements should be enforced on all main lines frequented by travellers to the fair.

**2077.** If cholera is known to be present as an epidemic in any place at the time of the fair, pilgrims from that place should not be permitted to go to the fair.

## Chapter XCVI.—Registration of vital statistics

C/ G O no 444/  
XVI—106B, dated  
8th July 1897.

Registration of births  
and deaths

**2078.** The general rules regarding mortuary and birth registration are contained in the police regulations, and the district board manual.

**2079.** The Sanitary Commissioner is mortuary and birth registrar for the United Provinces

**2080.** The district mortuary registrar should forward to the Sanitary Commissioner, during the first week of every month, a district mortuary birth and still birth statement of the preceding month, the entries which refer to municipalities, to other town circles (i.e. notified areas cantonments and Act XX towns), and to rural circles being totalled separately from those for rural circles

**2081.** The Sanitary Commissioner shall file and keep these statements, and shall prepare from them for publication in the gazette, by the 15th of every month a general return of vital statistics of the districts excluding municipal towns for the preceding month, also a return of vital statistics for all the municipal towns. He shall also prepare and submit to the Government the annual mortuary and birth statements with his report

C/ G O no 16  
dated 20th Feb  
1897

**2082.** Correspondence between the civil surgeon and Sanitary Commissioner, in regard both to birth and death registration and to sanitary matters in general, and all returns and reports from civil surgeons to the Sanitary Commissioner should pass through the office of the district officer

Channel of correspondence as to birth and death registration

C/ G O no 418/V  
—106B dated 1st  
Oct 1892

Rules for the guidance of vaccinators in testing vital statistics

**2083.**

**2084.** The test shall apply only to entries made since the previous vaccination season or the last Holi festival, and is limited to untested entries

**2085.** Vaccinators may not apply tests in Act XX towns and villages having a population of over 5,000, but omissions coming under their notice should be reported

**2086.** Vaccinators shall submit a monthly return to the District Magistrate through the district mortuary registrar showing omissions observed, and shall send a copy of the return to the assistant superintendent of vaccination. The name of the village only, and total number of entries examined should be given when returns are found correct

**2087.** The assistant superintendent of vaccination shall annually test 10 per cent of the village registers examined by vaccinators, reporting the result to the Magistrate through the district mortuary registrar.

## Chapter XCVII.—\*Vaccination.

**2088.** All officers in civil medical charge of districts are *ex-officio* superintendents of vaccination within their respective districts in subordination to the Superintendent-General of Vaccination.

Cf G O. no. 412/  
V-267B, dated  
23rd Sept 1893.

**2089.** Vaccination operations should be performed at all dispensaries throughout the provinces, either by the officers in charge, or, if there be vaccinators at stated hours, by assistant surgeons and sub-assistants on the work of vaccination of the vaccination department in their power.

**2090.** With the exception of the medical officers of Allahabad, Benares, Lucknow, Agra, Bareilly, Cawnpore, Gorakhpur, and Dehra Dun, medical officers in charge of districts should make short tours at frequent intervals into the interior of their districts to inspect the work of vaccination officers. In the case of Naini Tal, the Civil Surgeon should make short tours in the cold weather in the submontane tracts. To the districts of Allahabad, Benares, Agra, Bareilly, Cawnpore, Gorakhpur, and Dehra Dun, medical officers appointed, capable of

**2091.** The tours of district superintendents should extend in all to a period of not less than one month in each year. During the absence of a civil surgeon the district jail will be assumed charge under existing rules. Civil surgeons should not be absent from head quarters during the visit of an inspecting officer.

At civil surgeons and controlling up for the whole surgeon should go out for a week or 10 days in one direction, then come back for a time, and go out for a like period in another direction.

Cf. G O no 39  
and 90/V-267B  
dated 23rd Jan and  
26th Feb 1894

**2092.** All returns and annual reports shall be submitted to the Sanitary Commissioner by district superintendents of vaccination through the Deputy Sanitary Commissioner of the circle.

**2093.** Superintendents of vaccination of outlying municipalities, and of cantonments in which the civil surgeon is not superintendent will submit the prescribed returns and annual reports to the district superintendent of vaccination.

**2094.** The district superintendent of vaccination will submit to the Superintendent General through the Deputy Sanitary Commissioner a concise annual report divided into two portions—

I.—*Municipal*, dealing with the progress made in each municipality and cantonment in the district; the extent to which vaccination

\* Note.—The rules in the district board and municipal manual should also be seen

has been made compulsory for all children, the issue of certificates of vaccination, the action taken under sections 17, 18 and 22 of the Vaccination Act, 1880, and other matters of interest. The same points should be reported on for each municipality by its superintendent, a copy of whose report will be submitted to the municipal board or cantonment committee concerned.

II—*District*, showing among other matters the number of days on which the superintendent was on tour, the number of villages visited and the record of the results, the sufficiency of the supply of lymph, the nature and quality of the lymph used, the conduct of the vaccination staff, the attitude of the people towards vaccination, the assistance given by district officials and others, and the prevalence of the practice of inoculation. A copy should be forwarded to the chairman of the district board.

C/ G O no 4A,  
dated 13th Feb.  
1875 and no 489  
V—11B dated 6th  
Oct 187

### 2095. Commissioners and district officers of all grades should use

Encouragement and their influence in aiding the work of the vaccination department and the latter when in camp should ascertain exactly within their several charges what work each vaccinator is accomplishing and should keep in constant touch of each. The services of all intelligent officials especially of tahsildars and members of the municipal boards and local committees should be enlisted in the work of showing the people how great an advantage they lose in not availing themselves of the protection from disease which is offered. The names of those who specially exert themselves in the work of vaccination should be reported.

C/ G O no 32A  
dated 1st Nov 1870

2096. In small municipalities and towns and notified areas (supporting a local vaccinator), when every household within that municipality town or area has had the offer of vaccination presented to it, then the vaccinator should be allowed to work outside the boundaries within a radius of two or three miles instead of idling away his time in futile attempts to persuade recusants to alter their minds.

C/ G O no 31A,  
dated 12th July  
1870

2097. District superintendents of vaccination should forward to Magistrates every month a statement giving the name of each vaccinator employed in their several districts and the names of villages to which his operations have extended during the month.

The vaccinators should also leave with the headman or patwari of every village where they operate a list of persons vaccinated, showing the name, age, sex, and caste. When the names of their assistants by vaccinators, are verified and

the number of successful operations observed

C/ G O no 107  
V—11B dated  
the 2nd March 187

Vaccinators

2098. The rules regarding the appointment, promotion and dismissal of vaccinators are contained in the district board and municipal manuals.

Assistant superintendents of vaccination

2099. There are three grades of assistant superintendents and there is one assistant superintendent for each district.

The 3rd grade of assistant superintendents is recruited from vaccinators of the 1st grade, and promotion to the 2nd and 1st grades is given for ability and efficiency.

**2100.** The rules for the promotion transfer and punishment of assistant superintendents of vaccination are contained in the district board manual.

**2101.** An assistant superintendent is appointed promoted and transferred when necessary by the Sanitary Commissioner upon a consideration of the reports of his work made by district boards and by district superintendents and of the wishes of boards in the matter of transfer. District superintendents should submit a list of selected vaccinators through the Deputy Sanitary Commissioner to the Sanitary Commissioner on the 1st May of each year. From this list a general and selected list will be prepared in the office of the Sanitary Commissioner.

## Chapter XCVIII.—\*Village Sanitation.

## A—Duties of civil surgeons.

Cf G O no 53A,  
dated 8th Oct. 1887  
(General)

**2102.** (1) Civil surgeons are *ex-officio* the health officers of the districts to which they are attached.

(2) It is duty of the civil surgeon in this capacity to keep himself informed of the condition of the district under his charge, and

He should also suggest any improvements in drainage, conservancy, &c which he considers would tend to promote the healthiness of the population, and in fact generally be sanitary adviser to the district officer

(3) When visiting the branch dispensaries in their districts civil surgeons will always embrace the opportunity of visiting and inspecting any towns and villages on their way or which may be within a convenient distance

## B—The Village Sanitation Act, 1892

Cf G O no. 384/  
XVI—B-34, dated  
2nd Oct 1894.

**2103.** The object of part I of the Village Sanitation Act is to enable the Collector of the district to take measures to provide a good and sufficient water supply in towns in which Act XX of 1856 is in force and in villages which contain not less than 2,000 inhabitants, and to enforce simple conservancy rules as to the use of wells and the disposal of refuse.

General

do not apply until an inquiry under section 4 has been made

The Collector should make this inquiry in the first instance, and after the inquiry apply the conservancy rules. The working of the rules should be closely watched, and, where they cause discontent or friction, immediate action should be taken to have them amended or to relax them

The inquiry under section 4 should be chiefly directed to ascertaining how the drinking wells already existing in the town or village may best be protected from pollution, provided with platforms made impervious to surface drainage, or otherwise repaired or improved. It will probably seldom be necessary for the Collector to require the construction of new wells. If a new well is wanted for a particular caste, the members of

used by other caste, the members of the caste should be consulted as to the danger to health. The Collector may send samples of suspected water to the Government Analyst at Agra for report. When a masonry well is to be used for drinking purposes, it should be made impervious to surface drainage, and the platform should be made impervious to surface drainage.

The working of the Act should be briefly noticed in the annual report of the district board

\* Note.—The district board manual should also be seen.

**2104.** The rules in paragraphs 2105 to 2111 have been framed under the powers conferred by sections 14 and 15 of the Village Sanitation Act, 1892, for regulating conservancy, providing for the protection of the water supply, and defining and prohibiting nuisances in villages in which a local inquiry has been held under section 4 of the Act

Sales under sections  
14 and 15 of the Act.

Of G. O no 337/  
XVI—366B-37 da-  
ted 22nd Oct 1892.

Rule 1

**2105.** In any village to which these rules apply the Collector may—

(1) prohibit bathing or washing upon the parapet of any well used for drinking purposes, or the tethering of animals or the deposit of filth or refuse, or the performance of offices of nature within such distance from the well, not exceeding 15 feet, as he may specify,

(2) cause convenient sites to be marked out in the vicinity of the inhabited site for the deposit of manure and refuse, and may thereupon prohibit the stacking of manure and refuse within the inhabited site,

any other purpose  
inhabited site as he  
visions being made

(4) mark off one or more tanks for drinking purposes, and may prohibit the deposit in them or on their banks of human or animal excreta, filth or refuse, or the use of them for purposes of bathing or washing,

(5) prohibit the performance of offices of nature in any specified area within or immediately joining the inhabited site, if such prohibition is necessary for the protection of the water supply or for the comfort of the majority of the inhabitants,

(6) prohibit the exercise of exceptionally offensive occupations such as pig raising, within such conditions

(7) prohibit the tethering of animals in any public place within the inhabited site which is used as a market or thoroughfare, when such tethering is injurious to the convenience or health of the persons living near or resorting to such public place or thoroughfare,

(8) prohibit the burning or burial of corpses of human beings or animals within the inhabited site or on the banks of any tank or stream within the village lands, except in such places and subject to such conditions as he may specify,

(9) require the occupants of houses abutting on any public place or thoroughfare to take such order in respect of foul water, filth or sewage issuing from their premises, as to prevent it from being offensive to the neighbourhood,

(10) require the owner or person in possession of any well to cause it to be cleaned out

Of G O no 129/  
XVI—266B dated  
22nd May 1893.

**2106.** Every order made under the preceding rules shall be in writing, and a copy shall be stuck up in the *chaupal* of the village

Rule 2

## VILLAGE SANITATION.

**2107.** Any person who does, or omits to do, anything in contravention of an order made under rule 2 shall, on conviction, be liable to a fine not exceeding Rs. 500.

Substitute the words  
of paragraph 2108.

Any person who does, or omits to do, anything in contravention of an order made under the Sanitation Act, 1892, shall be liable to a fine not exceeding Rs. 500.

To be pasted as  
a slip on page 158.

Cy. G. O. no 205/  
XVI—44, dated 19th  
June 1914

**2108A.**

OTAR  
S  
cc  
pa  
to

of these rules,  
ant or by a  
a magistrate,  
by magistrate "

Note.—The word 'mag'  
(G O no 59/XVI—266B-109,

**2110.** Every village in which these rules are in force shall be inspected by the tahsildar at least once in every three months, and by the magistrate in charge of the sub-division at least once a year.

Rule 7

**2111.** The officer inspecting the village shall, subject to the orders of the Collector, entertain any complaints respecting breaches of the rules that may be made to him.

Cy G. O no 388/  
XVI—266B-33, da  
ted 22nd Oct. 1894.

**2112.** Under the powers conferred by section 20 of the Village Sanitation Act, 1892, the rules in paragraphs 2113—2115 have been issued for the purpose of giving effect to the provisions of the Act.

**2113.** Inquiries as to the sufficiency or purity of the water supply of any village to which these rules apply may be made by the Collector of the district himself, or by any assistant collector of the 1st class or by any officer of the medical or sanitation department, not being of less standing than an assistant surgeon, whom the Collector may specially depute for the purpose.

**2114.** No notice for the building of a new well shall be issued by the Collector if the estimated cost exceeds Rs. 500. If the estimated cost exceeds Rs. 300, the sanction of the Commissioner must be obtained by the Collector.

**2115.** (a) All notices or injunctions shall be published or served free of cost through the tahsildar.

Under clause 2 (a)

(b) A notice under section 5 (1) shall be published by affixing a copy to some building in the neighbourhood of the well to which the notice refers, and by the delivery of a copy to one of the persons named in the notice and to the patwari of the village.

shall be published by being  
other building near the  
delivered to the patwari of

(d) An injunction to close a well under section 6 shall be published as though it were a notice under section 5(1)

*Note*—For the forms of notice and injunction see appendix x 40

**2116.** The rules in paragraphs 2117—2119 under section 20 (2) (f) of the Village Sanitation Act 1892, are made for observance in all the districts in the United Provinces when a serious epidemic of infectious disease is present in the district or in any part of the district and special preventive measures are required

Cf G O no. 196 and 204/XVII—266B, dated 17th and 22nd July 1893.

The extent to which they should be enforced rests with the District Magistrate, who is expected to exercise proper discretion in the matter, and they should only be enforced when a serious epidemic prevails and even then in such villages only as the Magistrate selects

**2117.** The Magistrate may—

(1) arrange for the employment of a proper conservancy agency as long as preventive measures are deemed necessary,

(2) cause lanes, open spaces, and the village generally, to be kept clean and free from rubbish and offensive matter, whether of a solid or liquid nature, and may arrange for the proper disposal of the same at a distance from the village or for its destruction,

(3) if he considers it necessary, cause any house or premises to be properly cleaned and put in a sanitary condition,

(4) set apart places for latrine purposes,

(5) set apart places for the cremation or burial of corpses, and may take steps to ensure that such places only are used and that the corpses are buried at a sufficient depth. Should there be reason to apprehend a scarcity of fuel for the cremation of corpses, the Magistrate may arrange for the necessary supply thereof,

(6) arrange for the disposal, by cremation or burial, of corpses which are unclaimed,

(7) prevent corpses being thrown into streams or tanks,

(8) prevent exhumation of corpses,

(9) prohibit the use of any source of water supply, and may close or disinfect any well or wells which may be found impure, polluted or contaminated,

(10) cause to be disinfected or destroyed any hut, shed, clothing, bedding or articles which are likely to retain or convey infection,

(11) himself, or any person duly authorized by him may, for the purpose of giving effect to any of these rules enter any building or premises, due regard being paid to the social and religious sentiments of the occupiers. Before any apartment in the actual occupancy of any woman, who according to custom does not appear in public, is entered notice shall be given to her that she is at liberty to withdraw, and every reasonable facility shall be afforded to her of withdrawing

**2118.** The total sum which may be recovered under section 18 shall not exceed four annas per head of the population

## VILLAGE SANITATION.

**2119.** All cases in which action is taken in any tract under section 17 shall be reported to the Government.

*C—Village sanitary inspection books*

Cf G O no 616/  
V-387B, dated 8th  
June 1899

**2120.** Under the orders of the Government passed in 1896 and 1897 a general sanitary survey of rural areas was prescribed and notes on the sanitary condition of villages were prepared. A separate record was prepared in 1899 for Act XX towns (where such record was not already in existence) and villages to which the Village Sanitation Act, 1892, had been applied. The first entries in the note books were written by the district or sub divisional magistrates after consultation with the civil surgeon.

**2121.** Whenever any officer of the district staff, the civil surgeon or the assistant health officer visits any town or village for which a sanitary inspection book has been prepared, he should, after reference to the original record and to the points mentioned in the paper of questions note in the inspection-book any omissions in the original record which may come under his observation, and any changes or modifications in the sanitary conditions of the town or village which he observes to have occurred and which have not been noted at previous inspections. He the last  
ics may  
among  
human beings, or if there has been any unusual flood, drought, scarcity, or famine, the fact should be noted with such comments as seem called for. Gazetted officers of the police and public works departments are also authorized to make entries in the book.

**2122.** The note books should be sent quarterly to the office of the civil surgeon in order that he may abstract subsequent entries.

## Chapter XCIX.—Miscellaneous.

*A—The Sanitary Board***2123.** The Sanitary Board consists of the following members —

A senior member of the Indian Civil Service

The Chief Engineer, Public Works department, Buildings and Roads branch

The Financial Secretary to Government

The Judicial Secretary to Government.

The Sanitary Commissioner

The Sanitary Engineer and three members to be nominated by the Government

C/ G O no 445/  
XVI—105, dated  
16th Aug 1910*B—Military encamping grounds***2124.** The following order is taken from the Army Regulations, India (edition of 1904), so far as it relates to civil officers, and should be strictly observed —

Care of encamping grounds.

“The civil authorities are responsible for the maintenance in good order of established encamping grounds outside cantonments, and whenever movements are ordered, the General Officer Commanding will intimate to the civil officers concerned the routes which will be used in order that the wells, &c., may be thoroughly cleaned beforehand”

**2125.** One-third of all general encamping-grounds in the division should be ploughed up annually and sown with dry crops, the arrangements regarding encamping grounds within cantonments being carried out under the orders of the General Officer Commanding, and those for district encamping grounds by the civil authorities

Only dry crops should be sown, and no expense which cannot be provided for locally should be incurred in carrying out the measure

The cultivation of one third of the ground should be done in rotation, so that the whole is cultivated once in every three years.

**2126.** (1) The charges incurred by civil officers on the maintenance of established encamping grounds the cleaning of wells and the conservancy arrangements of encamping grounds recently occupied by troops are debitable to provincial revenues

(2) The cost of hiring lands for use as encamping-grounds for troops not following the usual line of march, including compensation for damage to crops, &c., is debitable to the military estimates, while the charges necessary to render the lands suitable for use as encamping-grounds will be met from the military works funds

C/ Quarter Master  
General's circular  
no 49 dated 9th  
Oct 1890C/ G O no. 5854/  
X—132 dated 23rd  
Dec 1896.*C.—Destruction of infected clothing*

**2127.** In order to prevent the unnecessary destruction of infected bedding, clothing &c., and the submission of claims for compensation, the

The destruction of infected clothing &amp;c.

C/ G O no. 5-125,  
dated 28th Apr.  
1896.

following procedure prescribed for adoption among European troops should be observed :—

(a) The straw of the barrack bedding used by persons attacked prior to admission into hospital will be burnt. The stuffing of mattresses and pillows used by cholera patients in hospital will be opened out, exposed to the air and beaten, and, when practicable, submitted to a dry heat of not less than 250° Fahrenheit for at least an hour (in an oven or \* otherwise) before being again used; the remainder of the barrack and hospital bedding, clothing, &c., and such of the clothing worn by patients on their admission as is not liable to injury thereby, will be boiled, exposed to the air, beaten, and afterwards washed with soap and water.

Cots and pankha fringes which have been used by cholera patients or in wards set apart for them will also be subjected to the action of boiling water when they are no longer required for such cases.

Such articles of a soldier's kit as cannot be treated in the above manner will be removed to hospital and there fumigated and exposed to the air and sun for a week, beaten and washed.

(b) When circumstances are such that the above processes of purification cannot be at once carried out, such articles as body linen, bedding, cots and pankha fringes may be burnt, but with proper arrangements the necessity for their destruction will rarely arise.

\* If destruction of articles is delayed, they should be disinfected and incinerated  
dry,  
fold

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• Or if means are at hand to enable this to be done, it should be boiled.

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XVII.  
Legislative Department.

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*Blank.*

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XVIII.  
Industries Department.

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# XVIII —INDUSTRIES DEPARTMENT.

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Telegraph rules .. ..	.. 2391—2398
CVII.—Printing and bookbinding at the Government Press—	
Printing .. ..	.. 2399—2444
Bookbinding at the Government Press ..	.. 2445—2446
CVIII.—Stores—	
Indents for stores .. ..	.. 2447—2467
Returns of expenditure on stores .. ..	.. 2468—2469
Stock books and returns of stores and movable property .. ..	.. 2470—2476
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Ferries .. ..	.. 2478
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# XVIII —INDUSTRIES DEPARTMENT

## Chapter C — Camp equipment and carriage.

### A — Camp equipment

**2201.** Heads of departments (other than Conservators of Forests)

Sanctioning autho  
titles. Commissioners of divisions and the Registrar,  
Co operative Credit Societies may sanction the  
supply of tents required for their use and for the  
use of officers subordinate to them subject to the conditions in paragraphs  
2202 to 2204

C. G. O. no 674—  
XVIII/145 dated  
15th March 1907

**2202.** (1) The prescribed scale of tents must not be exceeded

without the special sanction of the Government  
Conditions on sanction being obtained Indents for the tents required  
should be in the standard forms and submitted to officers authorised to  
sanction the purchase of tents by the 15th May

(2) Officers sanctioning the supply of tents should see that  
all indents are carefully checked with the orders governing the supply  
of tents Further in view of the fact that it is generally false economy to  
retain condemned tents in use they should arrange to be supplied with a  
certificate that the condemned tents have either been sold or have been  
utilized for purposes (other than touring) approved of by them Such  
use of the tents should be of a nature not to necessitate repairs to them  
and those that are so used should be entered in a list to be kept up in the  
indenting office while a copy of the list should be kept in the office of the  
sanctioning officer

Note I—Applications for new tents must also be accompanied by a certificate of  
unfitness in regard to old tents attested by two government officers

Note—Tents if properly cared for, should last ordinarily for ten years When  
tents of under ten years use are condemned the reasons must be fully and specially  
stated

**2203.** Tahsildars' tents special pattern police tents and joint  
magistrates' office tents must be obtained from the Elgin Mills, and  
ordinarily the following descriptions of tents should be obtained from the  
Fatehgarh central jail namely —

C. G. O. no 975/  
XII—89A dated  
14th Aug 1889

Single poled tents

Hull tents

Swiss cottage tents 16 x 16

Swiss cottage tents 12 x 12

Minature Swiss cottage tents 10' x 10

Kashmir tents

Single fly racks

Shamianas

Shooting pals

Common p.a.s

Only in the event of the jail reporting that it is unable to supply the  
tents required within three months should any tents of these descriptions  
be obtained from other sources

**2204.** (1) When tents in excess of the scale are supplied to districts  
to which officers are posted in addition to the district staff as for example,  
on the occasion of famine, or are supplied to heads of departments for  
officers placed on special duty, these tents (which are supplied only w



**2206.** The scale of tents sanctioned by the Government is laid down in the following table.—

Scale of tents

(a) Officers except district police officers.

Officers.	Double-poled tents	Single-poled tents	Hill tents	Swiss cot-tent	Shamiana	Common pula,	Other tents	Remarks (including description of "other tents"
Members of the Board of Revenue each.	2	..	..	..	1	4	(a) 3	(a) Kabul tent for use when touring in the hills.
Judicial Prisoner, Or Commissioner, Kumaun	..	..	..	..	1	4	..	
<i>...ies department.</i>								
...an 7 of the table on page 171, against 'Kumaun division,' for the figure "4" substitute								
Commissioner, Kumaun division	..	1	..	..	..	4	(c) 5	C. G. O. XVIII-154, 16th May 1901 (c) One small pal and four double fly tents (minimum size 12' 10')
Each Commissioner of division (except Kumaun), for unpassed assistants in his division	..	..	2	..	..	6	(d) 2	(d) Sleeping p
Collector and Magistrate or Deputy Commissioner (except of Naini Tal, Almora and Garhwal).	..	(e) 2	..	..	1	4		(e) In place of one, a Swiss cotage tent or Hutson roof of greater cost allowed.
Senior joint magistrate in 26 districts or sub-divisions (vide note 8)	..	..	(f) 1	..	(g) 1	3	(h) 1	(f) In place of hill tent, the spe pattern tent allowed for police may be used. (g) An office tent to cost not more than Rs 250, preferably with double-fly, and square
Joint or assistant magistrate.	..	..	(f) 1	..	..	3	(h) 1	(h) Either a miniature Swiss cotage tent 10' x 10' or a shooting 10' x 10' with bedroom attached.
Deputy collector	..	..	(f) 1	..	..	2	(h) 1	(j) Two K tents. One double poled roof.
District staff of Naini Tal	..	..	2	2	..	18	(j) 3	

\* Note.—The Commissioner Lucknow division is allowed two double fly tents in excess of the sanctioned scale, vide G. O. no. 1500, dated the 16th July 1901

## CAMP EQUIPMENT AND CARRIAGE

Officers	Double poled tents	Single poled tents	Hill tents	Swiss cottage tents	Sham and	Common pals	Other tents	Remarks (including description of "other tents")
Deputy Comm s soner of Almora or Garhwal			.	(k)2	.	(l)3	(m)2	(k) Miniature one 12' x 12' and one 10' x 10' with extra mat for verandah (l) One 12' x 12' and two 10' x 10' (m) One Kabul tent 9' x 8' with bath room and dair and one small pal or tents d sbrs 8' x 7'
Assistant comm s soner or deputy collector of Almora or Garhwal, each				(n)1		(o)3	(p)1	(n) Miniature 10' x 10' (o) One 12' x 12' and two 10' x 10' (p) 80 lb light field service tent 10' x 8', with bath room and dair.
Tahsildars except in the Kumaun divi son						..	(q)1	(q) Tahsildar's tent  (r) Officer's 80 lb light field serv tent 8' x 10' with bath room attachment and dair total cost Rs 115  (s) Staff ser geant's tent
						..	(g)1	

To be inserted in  
the statement  
attached to para  
graph 2206 after the  
entry "tahsildars  
serving in the  
Kumaun division."

G O no  
XVIII-219, 1  
16th June 1918

Industries department.

After the words "Surishtadars of Commissioners of" in the first column of the statement in paragraph 2206, page 172 "and of the Settlement Commissioner" in the xviii  
th  
w rd 4 7th 3

talent omers  
accompanying the  
camp of each  
magistrate or de  
puty collector of  
the Kumaun divi  
son

## CAMP EQUIPMENT AND CARRIAGE.

Officers.	Double-poled tents	Single-poled tents	Hull tents.	Swiss cottage tents	Shamiana.	Common pals.	Other tents.	Remarks (including description of "other tents").
Director of Public Instruction, Inspector-General of Police, Inspector-General of Prisons and Commissioner of Excise, each.	..	2	..	..	..	4	..	
Inspector-General of Registration.	..	..	..	..	..	4	(d) 2	(f) Hudson riotis.
Camp clerk of Inspector-General of Registration.	..	..	..	..	..	1	..	
Director of Land Records and Agriculture.	..	2	..	..	1	4	(u) 2	(u) Miniature Swiss cottage tents 10' x 10'.
Executive officials of the department of Land Records and Agriculture.	..	..	..	..	..	..	(e) 2	(v) Sleeping pals.
	..	..	..	..	2 (all)	3	(x) 1	(w) Shooting pal. (x) Or riotis.
with paragraph 2206(c) after the "on page 173 add the words " and Cf. G. O. no. 1251/XVIII—261, dated 8th August 1914.								
Cultural department at each agricultural station.	..	2	..	..	..	4	(aa) 2	(aa) Two miniature Swiss cottage tents when on tour in the hills.
Sanitary Commissioner.	..	..	(bb) 3	or 2	..	2	(cc) 2	(bb) 12' square for plains work.
Deputy Sanitary Commissioner, 1st and 2nd circles.	..	..	..	..	1	..	(dd) 2	(cc) 1 Kabul tents 9' square for hill work.
Civil surgeons of all districts except 11, when on tour in their capacity of district superintendents — of	..	..	..	..	..	..	(ee) 1	(dd) 10' x 10'. (ee) One miniature Swiss cottage tent 10' x 10'.
	..	..	..	..	..	..	(dd) 2	(ff) 3 (ff) One miniature Swiss cottage tent 12' x 12'; 1 sleeping pal (double fly) with bath-room attachment 10' x 10', and 1 necessary tent 4' x 4'.

Cf. G. O. no. 68/  
XVIII—230, dated  
7th January 1915.

Correction to be  
made by hand.

## CAMP EQUIPMENT AND CARRIAGE.

Officers.	Double-poled tents.	Single-poled tents.	Hall tents.	Swiss cottage tents.	Shamiana.	Common poles.	Other tents.	Remarks (including description of "other tents")
Registrar, Co-operative Credit Societies.	..	..	..	(gg)2	..	4	(hh)	(gg) 12' square. (hh) Two shooting poles 12' x 12' and two field officers' 80 lb tents 8' x 10'.
Inspector attached to the office of the Registrar, Co-operative Credit Societies.	..	..	..	..	..	1	(jj)1	(jj) Field officers' 80 lb. tent 8' x 10'.
Deputy Inspector-General of Police and Personal Assistant to Inspector-General of Police, each.	..	2	..	..	..	2	..	
Superintendent, Civil Veterinary department.	..	..	..	(kk)2	..	2	(ll)1	(kk) One 12' square and one 14' square. (ll) Kabul tent 9' x 8' with bathroom.
Inspector of schools	..	1	1	..	..	2	..	
Assistant inspector of schools.	..	..	2	..	..	2	..	
Deputy inspectors and sub-deputy inspectors of schools.	..	..	..	..	..	..	(mm)1	(mm) A shooting pole 8' square, or a sleeping pole 12' square, or a field service tent 12' square will be allowed. No tent is to weigh more than two maunds or exceed Rs. 115 in price.
Assistant commissioner of excise.	..	..	..	..	..	2	(nn)2	(nn) One special police pattern tent and 1 miniature Swiss cottage tent.
Excise inspectors ..	..	..	..	..	..	..	(oo)1	(oo) Tahsildar's tent.
Camp clerks of the excise department.	..	..	..	..	..	1	..	
Survey officers ..	..	..	1	..	..	2	(pp)1	(pp) Sleeping pole. These tents will be under the control of the Board of Revenue as settlement tents; they are not part of the district stock.

Officers.		Red tents	Black tents	Go tents	..	..	..	..	..	Remarks (including description of "other tents").
Assistant officers.	survey	..	..	1	..	..	2	..	..	(a1) 1 (a1) Tahsildar's tent.
Manager, ment										
Allahabad										
Superintendent										
Army department										
Prov										
Executive										
Tarai and										
Gover										
Estates.										

Industries department

common pals" in the list in paragraph 2206  
 "2" printed opposite "Executive Engineer,  
 Estates," substitute "4."

C/ G.O no 2086/  
 XVIII-501 dated  
 31st December 1914

12' x  
 tahs  
 12' x  
 12' x

for the last entry in  
 the list in para-  
 graph 2206, on  
 page 175.

Officers.	Double-poled tents.	Single-poled tents.	Hill tents.	Swiss cottage tents.	Shamiana.	Common pails.	Other tents	Remarks (including description of "other tents")
Registrar, Co-operative Credit Societies	..	..	..	(gg)2	..	4	(hh)	(gg) 12' square (hh) Two shooting pails 12' x 12' and two field officers' 60 lb tents 6' x 10'. (jj) Field officers' 60 lb, tent 6' x 10'.
Inspector attached to the office of the Registrar, Co-operative Credit Societies.	..	..	..	..	..	1	(jj)1	
Deputy Inspector-General of Police and Personal Assistant to Inspector-General of Police, each	..	2	..	..	..	2	..	
Superintendent, Civil Veterinary department.	..	..	..	(kl)2	..	2	(ll)1	(kl) One 12' square and one 14' square. (ll) Kabul tent 9' x 5' with bath room.
Inspector of schools	..	1	1	..	..	2	..	
Assistant inspector of schools.	..	..	2	..	..	2	..	
Deputy inspectors and sub-deputy inspectors of schools.	..	..	..	..	..	..	(mm)1	(mm) A shooting pal 8' square, or a sleeping pal 12' square, or a field service tent 12' square will be allowed. No tent is to weigh more than two maunds or exceed Rs. 115 in price.
Assistant commissioner of excise.	..	..	..	..	..	2	(nn)2	(nn) One special police pattern tent and immature Swiss cottage tent.
Excise inspectors ..	..	..	..	..	..	..	(oo)1	(oo) Tahildar's tent.
Camp clerks of the excise department.	..	..	..	..	..	1	..	
Survey officers ..	..	1	..	..	2	(pp)1	(pp) Sleeping pal. These tents will be under the control of the Board of Revenue as permanent tents; they are not part of the district.	

the establishment so entertained & charges on this account will be deb charges.

In paragraph 2208 for the heading of the section heading "Bullocks."

**2208.**

Scale of carriage

Officers,	Camels or bullocks	Coolies, &c.	Office	Camels or bullocks	Coolies, &c.
Member of the Board of Revenue.	18	..	Deputy Sanitary Commissioner (when on tour in the hills)	..	10 per march.
Commissioner of division	12	..	District Superintendent of Vaccination Jarhwal.	..	20 (a)
Commissioner of division (when on tour in the hills)	..	45 per march.	Civil Surgeon of Almora..	..	10 (b)
Collector or Deputy Commissioner	10	..	Inspector-General of Civil Hospitals.	..	20 (a)
Collector or Deputy Commissioner (when on tour in the hills).	..	45 per march.	Inspector-General of Civil Hospitals (when on tour)	12 camels	10 (b)
Joint or senior assistant magistrate.	6	..			1 kahar and 1 sweeper.
Joint or senior magistrate (when on tour in the hills)					20 per march
Junior assistant magistrate, superintendent of police, assistant superintendent of police or deputy collector (when on tour in the hills)					
Head of department (where not otherwise mentioned)	12	..			
Commissioner of Excise (when on tour in the hills)	..	25 per march			
Registrar, Co-operative Credit Societies	10	..			
Three inspectors attached to the office of the Registrar, Co-operative Credit Societies.	2 each	..			
Registrar, Co-operative	..	45 per			

### Industries department.

Paragraph 2208.—Insert the words " (except Kumaun) " after ' inspector of schools ' in column 4 of the statement

Junior assistant magistrate superintendent of police, assistant superintendent of police or deputy collector (when on tour in the hills)	..	30 per march	on tour in the hills)	..	5
Head of department (where not otherwise mentioned)	12	..	District survey officer (when on tour in the hills)	..	30 per march.
Commissioner of Excise (when on tour in the hills)	..	25 per march	Superintendent of Civil Veterinary Department	6	..
Registrar, Co-operative Credit Societies	10	..	Deputy Director of Agriculture	6	..
Three inspectors attached to the office of the Registrar, Co-operative Credit Societies.	2 each	..	Deputy Director of Land Records	6	..
Registrar, Co-operative	..	45 per	Deputy Director of Agriculture (when on tour in the hills)	..	10 per march.
			Assistant Director of Land Records and Agriculture	12	..
			Officials of the agricultural department at each agricultural station	2	..

CAMP, EQUIPMENT AND CARRIAGE.

G.

2.

2

or joint  
"arrakh-  
Banda  
Luzapur.

Jaunpur, Gorakhpur, Gorakhpur (N.W.), Gorakhpur (S.W.), East,  
Azamgarh, Sitapur, Hardoi, Fyzabad and Gonda.

(c) District police officers.

Officers.	Special pattern tents,	Swiss cottage tents,	Common pals.	Other tents.	Remarks (giving descrip- tion of "other tent"
Superintendents of police, (except Kumaun), assistant and deputy superin- tendents of police.	1	..	2	(a)1	(a) Sleeping
Superintendent of police, Kumaun.	..	1	2	(b)1	(b) Khabul tent
Inspectors for use when marching with troops, &c.	..	..	..	(c)1	(c) One of sergeant's tent or Khabul tent.
Subordinate police.—					
Jhansi .. ..	..	..	9		
Allahabad .. ..	..	..	7		
Meerut .. ..	..	..			
Agra .. ..	..	..	6 each.		
Gorakhpur .. ..	..	..			
Bareilly .. ..	..	..			
Cawnpore .. ..	..	..	5 ..		
Benares .. ..	..	..			
Fatehgarh .. ..	..	..			
Banda .. ..	..	..	4 ..		
All other districts of the province of Agra.	..	..	3 ..		
Lucknow .. ..	..	..			
Sitapur .. ..	..	..	6 ..		
Itan Barah .. ..	..	..			
Unao .. ..	..	..			
Bara Banhi .. ..	..	..	4 ..		
Hardoi .. ..	..	..			
Bithur .. ..	..	..			
All other districts of Oudh	..	..	5 ..		

*Notes*—(1) The first 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 83

(2)

Cf G. O. no. 1.  
YV/H-253. dat.

for the use of the police department should be stored

the establishment so entertained & charges on this account will be deb charges.

In paragraph 2208 for the heading "Bullocks."

**2208.** The following is the prescribed scale for carriage of tents and records and these allowances should in each instance be regarded as the maximum of daily permissibility:—

Officers.	Camels or bullocks	Coolies, &c.	Office	Camels or bullocks	Coolies, &c.
Member of the Board of Revenue.	18	..	Deputy Sanitary Commissioner (when on tour in the hills).	..	10 per march
Commissioner of division	12	..	District Superintendent of Vaccination, Jashwal.	..	{ 20 (a) 10 (b)
Commissioner of division (when on tour in the hills).	..	45 per march.	Civil Surgeon Almora..	..	{ 20 (a) 10 (b)
Collector or Deputy Commissioner.	10	..	Inspector-General of Civil Hospitals.	12 camels	1 kahar and 1 sweeper.
Collector or Deputy Commissioner (when on tour in the hills).	..	45 per march.	Inspector-General of Civil Hospitals (when on tour)	..	20 per march
Joint or senior assistant magistrate.	6	..			

#### Industries department.

Paragraph 2208.—Insert the words "(except Kumaun)" after "Inspector of schools" in column 4 of the statement

Joint or senior magistrate (tour in the hills).			Inspector of schools		
Junior assistant magistrate, superintendent of police, assistant superintendent of police, deputy collector (when on tour in the hills)	..	30 per march.	on tour in the hills)		
Head of department (where not otherwise mentioned)	12	..	District survey officer ..	5	..
Commissioner of Excise (when on tour in the hills)	..	25 per march	District survey officer (when on tour in the hills)	..	30 per march.
Registrar, Co-operative Credit Societies	10	.	Superintendent Civil Veterinary Department	6	..
Three inspectors attached to the office of the Registrar, Co-operative	2 each	.	Deputy Director of Agriculture	6	..
			Deputy Director of Land Records	.	10 per march.
			Deputy Director of Agriculture (when on tour in the hills)		
			Assistant Director of Land Records and Agriculture	12	..
			Officials of the Agricultural	9	

*B.—Cattle shows.*

C/ G O no. 16,  
dated 7th Apr. 1891.

**2219.** Whenever a cattle fair or show is to be held in any district, the Collector will send notice to the Director of Land Records and Agriculture forwarding (with any other information) a prospectus of the proposed meeting.

C/ G O no. 14,  
dated 21th March  
1891.

**2220.** (1) In order to stimulate private efforts in the direction of improving the breed of cattle, the Government is prepared to allot Rs. 100 for every Rs. 300 subscribed in any one district and spent *bona fide* on prizes awarded for cattle at shows or fairs got up with this object. All references on the subject and all applications for the subsidy should be submitted through the Director.

C/ G O no. 21,  
dated 14th June  
1893.

*Note.*—Subscriptions for cattle shows, fairs, and such like purposes by means of a voluntary contribution from landholders, either of a small percentage on the land revenue payable by them, or of a certain sum on each estate, should be avoided.

(2) The government prizes at district cattle shows should be distinct from those provided from district funds.

C/ G O no. 22,  
dated 14th June  
1893.

(3) Taking Rs 100 as the unit, the following are the classes of animals to which the government prizes should ordinarily be awarded, amounts to be given in each case being as noted below:—

Rs    s    p.

For the best pair of locally-bred bullocks for *bona fide* agricultural

## C.—Horses.

**2221.** District officers should endeavour to encourage horse-breeding operations, and for this purpose should use their personal influence and give their cordial assistance to the officers of the civil veterinary department.

Cf. G. O. no. 1754/1-237A., dated 10th July 1893.

Extension of horse-breeding operations.

Help can most usefully be given by the careful inspection of stands of stallions and the supply of information as to the possibility of extending operations. Collectors, assistant collectors, police officers and tahsildars should not fail to inspect stands of stallions during their tours or to record in the inspection book any remarks which they may consider necessary as to the condition of the stallions, the condition of the stable, the quantity and quality of the food, &c.

Periodical inspection of branded mares and stallions.

**2222.** District officers are required during their tours to inspect branded mares and stallions periodically.

**2223.** (1) The purchase by government officers of all mares or fillies branded with the government brand is strictly prohibited except as provided below. This restriction applies to all officers in government employ, whether in the military, civil, or other branches of the service.

Cf. G. G. O. (M.D.) no. 1707, dated 4th Aug. 1879.

(2) Such branded mares as are certified in writing by the Inspector-General or Superintendent, Civil Veterinary department, to have proved barren may be purchased; every care being taken by the purchaser to compare minutely the description given in the certificates as to the colour, age, height and marks of the mares offered for sale.

Cf. G. G. O. (M.D.) no. 2597, dated 19th Dec. 1879.

**2224.** All official correspondence from the civil veterinary department, whether with the Government or district officers, should be addressed to the Director of Land Records and Agriculture except in the case of papers of a routine description, which may be addressed direct to district boards. The Superintendent, Civil Veterinary department, should conduct his business with district officers personally and by unofficial correspondence as much as possible.

Cf. G. G. O. no. 2529/1-237A., dated 29th Sept. 1892, and no. 3168/1-237A., dated 8th Nov. 1893.

**2225.** The Inspector-General, Civil Veterinary department, is authorized to address the Local Government on all matters of general importance. of Land Rec Inspector-Gen divisional officers. He may correspond demi-officially with such officers on points of detail or small matters which he may wish to bring to their notice.

Cf. G. G. O. (R. & A.) no. 1184/62-5, dated 11th July 1896.

Contagious diseases among animals.  
animals:—

**2226.** The following procedure should be observed by civil and military officers whenever contagious disease makes its appearance among

Cf. G. G. O. (R. & A.) no. 4/29, dated 6th Feb. 1895.

(1) When any contagious or infectious disease is observed among animals, the

sub-divisional officer shall immediately report the fact and the nature of the disease to the nearest military authority, who will



**CATTLE AND HORSES.**

<b>Persons.</b>	<b>Are</b>
All commissioned officers, Army veterinary department, stationed in the United Provinces.	The cantonments stationed or who on duty, and are of five miles in radius
The District Magistrate of each district, or in his absence the senior magistrate at head quarters.	The districts in which
The superintendent of police of each district.	The cantonments stationed.
The cantonment magistrates of all cantonments in which no commissioned veterinary officer is stationed.	The respective charge.
The sub-divisional officers in charge of Lansdowne in the Garhwal district and of the Tarai and Bhabar in the Naini Tal district.	The districts in which to which they are ordered at the time
Veterinary assistants, civil veterinary department.	Within the limits
The veterinary overseer at the Babugarh depot.	The circles of which
The veterinary inspectors, civil veterinary department.	
Any persons whose names are notified for particular areas from time to time in the government gazette.	

**2231.** The following persons have been practitioners for the purpose of sections under section 7, and of under section 8, in regard to the areas specified (section 7)—

<b>Persons.</b>	
The Superintendent, Civil Veterinary department.	The whole of the places, except the Meerut, Bulandshahr, The Meerut division.
The commissioned officer, Army veterinary department, stationed at Meerut	The districts of Faizabad, The Agra division.
Ditto Saharanpur ..	The Rohilkhand and
Ditto Muttra ..	The Benares division.
Ditto Bareilly ..	Cawnpore, Pilibhit, Allahabad.
Ditto Allahabad ..	The districts of Jhansi.
Ditto Jhansi ..	The Lucknow and
Ditto Lucknow ..	The districts of Bijnor and Muzaffarnagar.
Staff veterinary officer, Army remount department.	

**2232.** Persons who have been appointed, or be veterinary surgeons under the Glanders and Farcy Act, shall be entitled to style themselves veterinary surgeons under the Surgeons Act, 1881 (44 and 45 Vict., cap 62), sign discharge of any duties connected with the working of the Glanders and Farcy Act, as a veterinary surgeon under the Glanders and Farcy Act.

C. G. O. no. 391/  
XVIII—393 dated  
8th March 1911.

**2233.** The Act has been applied to surra throughout the United Provinces, but action under it as regards surra shall not be taken in any place where facilities for bacteriological examination cannot be provided.

\*Rules regarding glanders and farcy  
Rule 1.

**2234.** In effecting entry into any premises, or making a search under section 6, for the purpose of seizing a suspected horse, the following rules shall be observed —

Rule 2

- (a) No such entry or search shall be made between the hours of sunset and sunrise.
- (b) The owner of the field, building, or other place to be searched shall, on requisition from the inspector, allow the inspector free ingress and afford him all reasonable facilities for search.
- (c) The inspector shall, as far as practicable, be accompanied by the owner of the horse and the owner or person in charge of the field, building, or other place which is to be searched, or, failing them, by a police officer.
- (d) The inspector may break open any outer or inner door or window of any building or other place which he wishes to search if, after notification of his authority and purpose and demand of admittance duly made, he cannot otherwise obtain admittance.

**2235.** After seizing a suspected horse, the inspector shall at once arrange for its isolation as far away as possible from any public road and from any field, enclosure or building in which horses or cattle are located; and for due precautions being taken against contagion to men or other horses, until such time as the horse can be examined by a veterinary practitioner under section 7 and disposed of under section 8 of the Act. The owner of the horse or person in charge of it shall give the inspector all reasonable assistance in making these arrangements, and shall receive written instructions as to his liabilities and duties under the Act, signed by the inspector. The precautions to be taken

cloths or building if necessary  
public road, such removal shall, if possible, be at night.

**2236.** The inspector shall at the same time communicate a brief statement of the facts to the Superintendent, Civil Veterinary department. Except in cases where unnecessary delay would be involved, the communication should be sent at head quarters, if the communication is forwarded to the District

Magistrate.

**2237.** (1) In the case of a horse suspected of surra the veterinary practitioner shall submit the horse to bacteriological examination and no horse shall be destroyed for surra unless the presence of the disease has been established by such examination.

\* Note.—Under section 16 of the Glanders and Farcy Act 1879



## CATTLE AND HORSES

- (f) The clothes of any person who has lately attended the diseased horse shall be boiled.

**2243.** A licence under section 11 will be granted unconditionally by an inspector only if he is satisfied that there is no danger of the horse becoming infected or conveying the infection. If the inspector considers that the horse is not free from risk, he may license the removal of the horse under the following conditions—

Rule 11

(a) That the removal, except in so far as may be necessary to comply with condition (b), do not take place for such period not exceeding six weeks, as the inspector may specify

(b) That during that period the horse shall be isolated in such place and with such precautions against infection as the inspector may prescribe

(c) That while so isolated the horse shall be subject to frequent inspections by any of the inspectors appointed under this Act who may, if he sees necessity, prolong the period specified under condition (a)

**2244.** An officer of police receiving information under section 10 or otherwise shall at once communicate it to the District Magistrate, who will thereupon arrange for action being taken by an inspector under the Act

Rule 12

**2245.** The fee permissible to a veterinary practitioner for the examination of a horse under section 7, and the grant of a certificate under section 8, is Rs 16, for each consultation, irrespective of the number of horses examined

Rule 13

**2246.** The veterinary practitioner shall also be entitled to travelling and halting allowances under the ordinary rules. In the case of commissioned officers of the Army veterinary department, the scale of those allowances shall be that which is admissible to such officers when visiting out stations in the ordinary course of their military duties, as laid down in paragraphs 2933 and 2954, volume X, and paragraph 254, volume I, Army Regulations, India (1909 edition)

Rule 14

**2247.** P-

Rule 15

be entitled to be drawn on the form prescribed by the Accountant General and on the countersignature of the District Magistrate, who may, if necessary, satisfy himself that the examination has been duly conducted in accordance with sections 7 and 8 of the Act.

*Note*—Where the services of the veterinary practitioner are required by a municipality or local body the fee shall be paid by such municipality or body

**2248.** Under section 14 sub-section (4) it is ordered that the following breaches of these rules shall be punishable

Rule 16

with imprisonment for a term which may extend to one month or with fine which may extend to fifty rupees or with both—

- (i) Failure to allow an inspector free ingress or to afford him all reasonable facilities for search under rule 2, clause (b)

- (ii) Failure to give an inspector reasonable assistance in his arrangements for taking precaution against contagion under rule 3:
- (iii) Refusal to permit blood to be drawn from a horse under rule 5(2).
- (iv) Digging up, or causing to be dug up, a carcass buried under rule 9
- (v) Failure to comply with the provisions of rule 10.
- (vi) Breach of the conditions of any licence issued under rule 11.

No prosecution under this rule shall be instituted without the previous sanction in writing of the District Magistrate having jurisdiction, and no public servant, except such District Magistrate, shall give sanction or make complaint under section 195 (a), Criminal Procedure Code, in regard to any omission to give information under section 10 of the Act.

**2249.** The intention of the rules in paragraphs 2233 to 2248 is to give the District Magistrate efficient control over the working of the Act, and at the same time to ensure prompt action in dealing with cases of disease.

Subsidiary rules and instructions

**2250.** Farcy being  
and infectious and dangerous  
and promptitude in dealing

**2251.** The commonest Urdu words for farcy are *zaharbad*, and for glanders *kunar*, *bad-kunar*, or *pinas*. But there are probably other local names, which should be ascertained by all concerned in the working of the Act.

Cf G O no 2746  
and 143/I-218B,  
dated 13th Sept.  
1898 and 15th Jan.  
1901

**2252.** The Act (section 10) makes it obligatory on the owner of a diseased horse to give immediate information to an inspector or to some other person authorised by the Act (section 4), any omission to do so is punishable under section 106 of the Indian Penal Code. Section 106 makes the

**2253.**

diagnosis of the suspected animal's symptoms.

**2254.** When a horse is seized, as provided for in sections 5 and 6 of the Act and rule 10, the horse should be sent to the District Magistrate. The inspector should ask the District Magistrate in any case the District Magistrate will get a copy of the message for information.

**2255.** The Superintendent, Civil Veterinary department, is expected, if he can possibly do so, to inspect the horse that has been seized, and as soon as practicable. If he cannot arrange to do so himself, he will telegraph

instructions to any veterinary practitioner who has been within which the seizure has been made officer on military duty, the consent of will have to be obtained, and it will be authorities have consented to the deputation of Army veterinary officers only in cases of urgent necessity

**2256.** In the event of the Superintendent, Civil Veterinary department, being unable to visit the scene of seizure or to arrange for a visit by another veterinary practitioner, he should inform the District

To be added after paragraph 2255.

Cf G O no. 641/XVIII—470, dated 7th May 1912

**2256A.** of glanders and rates mentioned district magistra justify this—

(1) To own

—1

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valu

hors

(2) To own

outw

conta

In clause (2) of paragraph 2256A for  
"Rs 30 for donkeys."

with

**2259.** All police officers should be instructed to give inspectors every possible assistance

**2260.** Magistrates should arrange to make the provisions of the Act widely known, and should take special steps to acquaint horse owners with the obligation imposed on them by section 10

Cf G O no 731/1-6520, dated 27th Feb 1900.

**2261.** Any veterinary practitioner, during his examination of any horse under section 7 of the Act for the purpose of ascertaining whether it is diseased, may apply the Mallein test to it, and the owner or person

in charge of the horse shall give all reasonable assistance in the operation.

**2262.** A veterinary practitioner who applies the Mallein test to a suspected horse shall arrange for its being kept in isolation, and for due precautions being taken against contagion to men or other horses during such

period as may be necessary for the completion of the test. The owner or person in charge of the horse shall give the veterinary practitioner all reasonable assistance in these arrangements, and shall receive from the veterinary practitioner written instructions as to his duties

**2263.** The cost of detaining, isolating and testing any horse shall be borne by the owner or person in charge thereof, and may be recovered from him by the District Magistrate as a fine

Rule 3

**2264.** Under section 14(4) it is ordered that any owner or person in charge who fails to give reasonable assistance when required under rule 1 or rule 2 shall be punishable with imprisonment which may extend to one month, or with fine which may extend to fifty rupees, or with both.

Rule 4

separate alphabetical index must be maintained in similar manner for each colony.

*Note*—Care should be taken to fill up the entries in columns 18–21 of the register in accordance with the provisions of rule 33 as by this means a coolee who has emigrated can generally be traced. A coolee's colonial address is always known in the colony where he may be settled so long as his indenture lasts. This is secured by an elaborate set of registers under the principle of what is called "ship numbers." Each coolee in the colony has a different ship number. Thus, suppose Harbans, son of Madari, sailed for Trinidad in the year 1882 in the ship called the *Hermione* and that he was no. 49 in the list of that ship, his ship number will be 49, "Hermione," 1882, and if a letter be addressed—

HARBANS, SON OF MADARI,

49, "Hermione," 1882.

*Care of Emigration Agent for Trinidad, Calcutta,*

and posted, it will in all probability find the emigrant, if he is alive. If the district in which an emigrant was registered is not known, the emigrant's colonial address can probably be obtained from the Emigration Agent at Calcutta, provided the name of the colony to which the emigrant proceeded can be furnished.

**2276.** Emigrants frequently make remittances of money to their friends at home, or emigrants dying in a colony leave their property to their next to him in India. Again, emigrants returning to India frequently take home their savings in the shape of pay orders on treasuries. Remittances are made in some cases by the Agent or Protector, who sends the money direct to the district officer for payment to the payee: in others the emigrant forwards to the payee an order for the amount of the remittance payable at a treasury. As it is advisable that these remittances should be encouraged to their fullest extent, district officers should see that payments are made with promptness or with as little inconvenience to the payees as possible.

**2277.** In order to save the expense of postage to the relations of emigrant coolies who may wish to write to them, it has been arranged that letters for coolies, forwarded to the care of the emigration agent in Calcutta for any of the colonies, with the exception of Natal, will be forwarded by him free of cost to the colony which the agent represents. District officers should make it known that any person wishing to write to a friend in the colonies can have the letter forwarded on bringing it, stamped with a half-anna postage stamp, to the Magistrate of the district.

**2278.** Lists should be prepared and hung up in all the tahsils in the districts showing the rates of wages given in the various colonies to emigrants from India, in order that intending emigrants may easily be able to check the representations of recruiters.

**2279.** The Emigration Agent for Demerara and Trinidad in India shall, and subject to the direction of the Governor, grant of return passage to emigrants to Demerara and Trinidad shall, refuse to engage as emigrants persons who have previously proceeded to these colonies as emigrants and have returned to India, except upon the condition that such persons shall have no right to a free return passage.

**2280.** The Agent, in engaging as emigrants to these Colonies persons who have not previously proceeded to them as emigrants and returned to India, shall make it a condition of the contract of engagement

C/ G O no 504,  
dated 27th 1. 77  
1867

C/ G O O. (R.  
and A) no. 1300-31,  
dated 4th June 1874

that such persons, not being destitute or disabled persons, shall at the termination of 10 years' continuous residence in the colony, provided that in Demerara they have during that time obtained or become entitled to a certificate of exemption from labour and in Trinidad have passed five years in industrial service, if they desire to return to India, be entitled to a return passage on payment of one fourth of the passage money in the case of men and of one sixth in the case of women

**2281.** Persons described in the foregoing paragraph who, after fulfilling the conditions therein mentioned, are destitute or disabled, shall be entitled to a free return passage

Persons dependent on persons described in the two foregoing paragraphs shall be entitled to a free return passage along with the person on whom they are dependent.

**2282.** Magistrates when registering emigrants for Trinidad should specially call their attention to the following extract from an Ordinance passed by the Legislative Council of Trinidad for regulating marriages and divorces amongst Indian immigrants —

Marriages and divorces amongst emigrants to Trinidad

"5 (1) An immigrant who, at the time of his arrival in this colony, professes Christianity, shall, immediately upon such arrival, and

(2) an immigrant who, at any time after his arrival in this colony, is converted to Christianity, shall, immediately upon

*C. G. O. n*  
dated 8th Nov

Abandonment of Christianity shall not affect the operation of this section

**6** A marriage contracted after the commencement of this Ordinance between immigrants, both of whom at the date of the marriage profess the same religion, not being the Christian religion, and are subject to the same personal law, shall, if contracted according to the religion and personal law of such immigrants and registered according to this Ordinance be deemed to be valid as from the date of marriage specified in the register, or, if no such date is specified, as from the date of registration provided that both of the following conditions are satisfied (that is to say) —

(1) the man at the date of the marriage must be not under the age of sixteen years; and

(2) the woman at the date of the marriage must be not under the age of thirteen years."

To be substituted  
for chapter  
VIII

*Cf G O nos*  
1017, 1022 dated  
4th July 1912  
no 954/XVIII—437  
dated 27th June  
1912 no 993 dated  
2nd July 1912  
no 1537/XVIII—30  
dated 4th October  
1912 no 1894/  
XVIII—29 dated  
10th September  
1912, no 235/XVIII  
—457 dated 12th  
February 1912

**2283.** A full appointed under section whom the prescribed

The post is of Government

**2284.** With Council it has been cable to gaining fact

**2285.** For the 23 clause (b) section ing sets of morning in factories in the U

During the months of March and October

During the months of January and February

During the months of August

*Cf G G O (C and I) no 6750 25 dated 14th September 1912.*

**2286.** Every of factories or old behalf the following

I — On or before duplicate

II — Before the all the d ensuing r factory is the one t

**2287.** Districts by the 15th convictions under the statement will be as to the convictions

**2288.** The I niz d with reference factory interests for of an appeal

**2289.** Rule "The United Provi

Rule 2 — In the

(a) words and Act, 18

(b) the Act

(c) "Inspector" means an Inspector appointed under section 4, sub-section (1) of the Act.

*Proviso (1).—*When in any area the Local Government has, by notification in the local official gazette, under sub-section (5) of section 4, declared that the District Magistrate or an additional Inspector shall exercise all the powers of an Inspector under the Act, the word "Inspector" shall be held to include such District Magistrate or additional Inspector.

*Proviso (2).—*When in any area the Local Government has declared, as aforesaid, that a District Magistrate or additional Inspector shall exercise certain powers of an Inspector, the word "Inspector" shall be held to include such District Magistrate or additional Inspector, only in so far as any one or more of these rules are specified in the notification.

[Sections 37 (1) and 37 (2) (a) and (b).]

**2290.** Rule 3.—The Inspector shall maintain a register of factories.

Register of factories

fo

tr

He shall also intimate to all changes in the register which are made in accordance with the two next following rules.

*Rule 4.—*(1) When the Inspector receives notice under section 33 of the Act of a factory being occupied, he shall, if he has not already done so, include such factory in his register.

(2) When the Inspector has reason to believe that any premises, situated within the local limit already registered as a factory, ought to send to the occupier of the premises placing such premises on his register of factories.

(3) Any person served with a notice under clause (2) above may, within fifteen days of the receipt of such notice, forward to the Inspector a statement setting forth his objections to the registration of his premises as a factory. The Inspector shall consider and dispose of such objections, after making such enquiry as he may deem necessary, and shall make up his register of factories accordingly.

*Rule 5.—*When any premises cease to be occupied as a factory, the occupier may give notice of the fact to the Inspector, who shall, if satisfied that the Act is no longer applicable to such premises, remove them from his register of factories. The Inspector may, without such notice of his own motion, at any time remove any factory from his register if satisfied that it is no longer used as such.

Provided that seasonal factories shall not be removed from the register if there is a probability of their again starting work within a reasonable time.

**2291.** Rule 6.—The Inspector shall be primarily responsible for the administration of the Act within the area for which he is appointed. He shall inspect every factory, other than a seasonal factory within that area at least twice yearly and every

**2301.** The matters which medical inspectors should inquire mainly are (1) cases in which children under the authorized age, (9 are employed in factories, and (2) the observance of the sanitary issued under the Act.

Their reports should give the information required by the questionnaire appendix 42. Factories must be inspected once a quarter, and should ordinarily be inspected oftener by medical inspectors except at the desire of the Magistrate. The visits should be made unexpectedly. In the case of seasonal factories two inspections a year will suffice.

Cf. G. O. no.  
1391, dated 20th  
Sept. 1899.

**2302.** Medical officers in the service of the Government and inspectors of factories shall visit factories employing less than 50 persons, the fee being calculated on the number of operatives at the day of inspection.

**2303.** In every factory a supply of pure potable water provided from either a general municipal water service, or one of wells so situated as not to be liable to be polluted. When taps used a suitable establishment must be maintained for the drawing, collection and distribution of the water. Proper arrangements must be made for maintaining, in drained and cleanly condition, the area around the set apart for the distribution of the water.

Water shall be supplied free of cost to the persons employed in every factory and the amount shall consist of at least twice as many gallons of water as there are persons employed in the factory. Of the whole at least as many gallons as there are persons employed in the factory shall be fit for potable purposes, and the remainder shall be fit for purposes of washing.

**2304.** All the inside walls (and ceilings or tops) of the roof of every factory (whether plastered or not), and all the passages and staircases if they have not been painted with oil or varnished once within seven years, shall be lime-washed by the occupier of the factory.

**2305.**

For a factory employing not more than 50 operatives ..	3 latrines
When 51 to 150 operatives are employed ..	4 "
When 151 to 200 ..	5 "
For a factory employing more than 200 operatives ..	1 latrine every 50 operatives

Notes—  
For a factory for the

**2306.**  
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trines, properly screened off,

f underground sewers  
urinals within the  
range system. Wl

(2) Every certificate granted under section 7 of the Act to a person desirous of being employed in a factory shall be prepared by filling up the foil and counterfoil, on which shall also be impressed the left thumb-mark of the person in whose name the certificate is granted.

(3) The certifying surgeon shall, when satisfied as to the correctness of the entries made therein, sign the foil and initial the counterfoil, and shall deliver the foil to the person in whose name the certificate is granted. The foil so delivered shall be the certificate granted under section 7 of the Act.

(4) If the certifying surgeon refuses to grant to any person a certificate under this rule, the time for which the certificate shall be made on behalf of such person shall be shall be  
elapsing,  
 unless the certifying surgeon otherwise gives permission in writing at the time of refusing to grant the certificate.

**Rule 11.**—Every person authorized under section 8 of the Act to exercise provisionally the functions of a certifying surgeon shall grant certificates in the manner provided for in the last foregoing rule. The word "provisional" shall however be printed or stamped in red ink at the top of each foil and counterfoil.

**Rule 12.**—(1) When a person, to whom a certificate under section 7 of the Act has been granted, loses such certificate, he may apply to the certifying surgeon for a copy of the certificate, and the certifying surgeon, after making such enquiry from such person's employer (or if unemployed from such person's last employer) and from such other sources as he deems fit, may grant a duplicate thereof. The word "duplicate" shall be clearly written in red ink across such certificate and initialled by the certifying surgeon. The counterfoil in the bound book of forms shall be similarly marked "duplicate" and initialled.

(2) For every copy of a certificate granted under clause (1) of this rule, a fee of one rupee shall be charged, which shall be credited to Government. The certifying surgeon shall maintain a register in form D of all fees paid for the issue of copies of certificates, and shall initial each entry made therein.

(3) No second certificate under section 7 of the Act shall be granted to any person otherwise than in accordance with the provisions of this rule.

The certifying surgeon shall visit every factory within  
 at least once in three months and  
 at least one of these visits the manager  
 or certifying surgeon may fix all

Provided that children employed solely in the places mentioned in section 3, sub-section (2), of the Act need not be produced before him.

(2) The certifying surgeon shall personally examine every child, who is in possession of a "provisional" certificate under

section 8, and shall, if satisfied as to the correctness of the "provisional" certificate, countersign the same and return it to its owner

(3) If on such examination the certifying surgeon is of opinion that the person in possession of a "provisional" certificate granted under section 8 is under the age of nine years or is not fit for employment in a factory, he shall retain the certificate write on it the word "cancelled" and sign the same, and shall return the certificate with such remarks, if any, as he may offer to the person who issued it

[Section 37 (2) (e) ]

**2293. Rule 14**—(1) In every factory all the inside walls of the rooms and all the ceilings or tops of such rooms (whether such walls, ceilings or tops be plastered or not) and all the passages and staircases if they have not been painted with oil or varnished once at least within seven years shall be lime washed at least once in fourteen months, dating from the period when last lime washed. If they have been so painted or varnished they shall be washed with hot water and soap at least once in fourteen months, dating from the period when last washed

(2) The Local Government may by special order exempt any class of factories or parts thereof from the provisions of this rule, on the ground that the said provisions are not necessary to satisfy the requirements of clause (a) of section 9 of the Act as to cleanliness, or are, by reason of special circumstances, inapplicable

**Rule 15**—All the beams rafters doors and other woodwork in every factory shall be painted or varnished once in seven years, and shall be kept in a cleanly state

*NOTE*—Coal-tar may be treated as paint for the present purposes of rule 15 of G O no 1837/XVIII—452 dated the 7th December 1912

**Rule 16**—The manager of every factory not exempted under clause (2) of rule 14 shall keep a register showing the dates on which the parts of the factory are lime-washed, painted or varnished

**2294. Rule 17**—(1) No manager of a factory shall cause or suffer any rubbish filth or debris to be accumulated or to remain on any premises under his control of such a nature or in such a position that effluvia therefrom can arise within the factory.

(2) All latrines and urinals shall be kept in a sanitary state

**Rule 18**—When any general system of underground sewerage is in force in a municipality, all factory latrines and urinals within the municipality shall be connected with the sewerage system

**Rule 20**—When no underground sewerage system exists, the dry-earth system with separate vessels for solid and liquid excreta must be adopted and satisfactory arrangements must be maintained for the regular removal and disposal of excreta

**Rule 21**—All drains carrying waste or sullage water shall be constructed in such a manner as to be easily flushed

## [Section 37 (2) (h)]

**2295. Rule 22**—(1) Every factory which has not been exempted

Latrine accommoda- and r the proviso to section 13 of the Act shall be  
tion. provided with latrine accommodation which shall be  
in a place detached from the other factory buildings and on the following  
scale, viz —

Where the number of operatives does not exceed 50				Seats
"	"	"	exceeds 50 but does not exceed 150	3
"	"	"	150	4
"	"	"	200	5
"	"	"	200 ..	1 seat for every 50 or frac tion of 50

(2) If females are employed separate latrines screened from those for males and marked in the vernacular in conspicuous letters "For females only" shall be provided

Those for males shall be similarly marked "For men only"

## [Section 37 (2) (f)]

**2296. Rule 18**—(1) There shall be provided for each person em-

Standards of space employed in any room of a factory a floor area of at least 36 superficial feet and a breathing area of at least 500 cubic feet.

(2) The manager of every factory shall maintain a register showing the measurements and cubical contents of each room in the factory, the area of the floor space in each room occupied by machinery or other fixtures, and the area provided for ventilating openings including windows which shall be kept open

## [Section 37 (2) (i)]

**2297. Rule 23**—(1) In every factory a supply of water fit for

Drinking water drinking consisting of at least as many gallons per diem as there are persons employed in the factory shall be provided

(2) Such supply shall be derived either from a public supply of drinking water, or from one or more wells so situated as not to be polluted or contaminated with organic matter or other impurities

(3) Proper arrangements shall be made for maintaining in a drained and cleanly condition the area round the place where the water is distributed

(4) The water shall be supplied to the operatives free of cost

## [Section 37 (2) (j)]

**2298. Rule 25**—The following rules for the protection from danger of persons employed in attending to machinery in motion shall be observed in every factory —

(i) Every person who goes up to replace a belt or to oil the wheels of shafts shall wear a loin cloth or tight trousers and shall not wear any loose clothing which is liable to be caught in machinery.

- (ii) Only experienced men and those specially trained for the work shall be allowed to replace fast-running belts.
- (iii) All ladders used in replacing belts shall be specially made and reserved for that work, and provided with hooks and spurs.
- (iv) As far as possible, all important pulleys shall be provided with belt-hangers:

Provided that when the main belts which connect engine to shafting or shafting to shafting have to be adjusted, the machinery shall be stopped and shall not be set in motion again, until such belts have been completely adjusted.

**Rule 26.**—All belts shall be regularly examined to see that they are kept at proper tension.

**Rule 24.**—Every ring-throistle-frame and flyer-throistle-frame and doubling frame, the tin rollers of which revolve in the usual direction, i.e. in such a manner as to draw upwards between them any object coming into contact with them from beneath, shall be guarded in the following manner:—

Fencing

- (i) A guard or guards shall be permanently fixed along the whole length of each side of every such frame, and not further under the frame than the centre of each leg of the spring pieces. Such guard shall not be removable by hand, i.e. without the use of tools.
- (ii) These guards shall be one or more stout horizontal iron bars or sheets or wooden planks, so placed that the clear vertical space between any two of the spindle rail, or between in no case exceed 7 inches. A sufficient number of uprights shall be provided, so as to render the bars rigid enough to resist deflection.
- (iii) Whenever under the tail-end of any such frame there is a clear space exceeding 8 inches from the floor, a like guard shall similarly be fixed across such end.
- (iv) Every such frame which may hereafter be erected or re-erected in any factory, shall be guarded in the above manner before being brought into use.

[Section 37 (2) (k).]

**2299. Rule. 27.**—(1) Notice of accidents resulting in death, or causing such severe injury that there is no reasonable hope that the injured person will be able to return to work within forty-eight hours, shall be sent by telegraph, telephone or special messenger within one hour of the occurrence to—

- (a) the Inspector notified for any area as the person to whom notices are to be sent;

(b) the District Magistrate or, if he by general order so directs, the sub-divisional officer.

shall  
in

(3) If the notice is sent by special messenger it shall be in form E and if it is sent by telegraph or telephone, it shall be confirmed by a written report in that form.

**Rule 28.**—Notice of accidents less serious than those referred to in rule 27, but which nevertheless prevent the injured person from returning to work within forty-eight hours of the occurrence, shall be sent by post within twenty-four hours of the expiry of that time to the authorities mentioned in rule 27 (1) (a) and (b) in form E:

[Sections 37 (1) and 37 (2) (i).]

**2300.** **Rule 29.**—In every factory where children are employed there shall be correctly kept up to date and written afresh from January 1st each year a register of children in form F.

**Rule 30.**—In every factory the muster roll shall in the case of every woman and child, show the time of beginning and ending of each period of employment, and opposite the name of each child shall be recorded his number in the register of children.

**Rule 31.**—In every factory where a child when at work wears, instead of his certificate, a token giving reference to the same, such token shall have the number of the child in the register of children stamped upon it. The token shall be attached round the neck of the child.

**2301.** **Rule 32.**—In provisions of the Act for every factory, in which there shall be kept a register showing the dates, whether Sundays or week days, on which the factory or any department thereof is closed.

[Section 37 (2) (n).]

**2302.** **Rule 33.**—(1) The abstract of the Act and of these rules required by section 36 of the Act to be affixed shall be, for textile factories, in form G.

(2) The abstract of the Act and rules required by section 36 of the Act to be affixed shall be, for non-textile factories, in a form similar to form G but with necessary alterations approved by the Inspector.

(3) If the abstract of the Act and rules becomes illegible or defaced a fresh copy shall be affixed.

[Section 37 (2) (n).]

the order, and bearing a court-fee stamp in accordance with article 11 of schedule II of the Court Fees Act, and shall be accompanied by a copy of the order appealed against

(2) On receipt of the memorandum of appeal, the appellate authority shall, if it thinks fit, or if the appellant has requested that the appeal should be heard with the aid of assessors, call upon the body, if any, declared to be the body representative of the industry concerned, under sub-section (3) of section 50 of the Act, to appoint an assessor within a period of fourteen days. If an assessor is nominated by such body, the appellate authority shall appoint a second assessor itself. It shall then fix a date for the hearing of the appeal, and shall give due notice of such date to the appellant and to the Inspector whose order is appealed against, and shall call upon the two assessors to appear on such date to assist in the hearing of the appeal.

(3) An assessor appointed in accordance with the provisions of clause (2), shall receive a fee of Rs 100 for the hearing of the appeal. The fee shall be paid by Government. But where assessors have been appointed at the request of the appellant, and the appeal has been decided wholly or partly against him, the appellate authority may direct that the fees of the assessors shall be paid in whole or in part by the appellant.

[Section 37 (2)(c) ]

**2304. Rule 35** —The despatch through the post, under registered cover, of any notice, order, or extract of an Inspector's report sent under the Act or under these rules, shall be deemed a sufficient service on the occupier or manager of the factory of such notice or order or of any directions contained in such extract

**2305. Rule 36** —Copies of the abstract of the Act and rules can be obtained either in English or Hindustani from the Inspector notified under sub-section (5) of section 4 as the Inspector in whom notices are to be sent or from the Superintendent, Government Press, Allahabad, at the price of one anna each

**2306. Rule 37** —Copies of the Act and rules can be obtained from the Superintendent, Government Press, Allahabad, at the price of one anna each

If sewerage system exists, the dry earth system, with separate solid and liquid excreta, must be adopted, and arrangements for the regular removal and disposal of excreta.

All drains carrying waste or sullage water shall be in masonry or other impermeable material, and shall be washed and connected with some recognised drainage line.

The compound surrounding every factory shall be mainly sanitary and cleanly condition.

A legible copy of the rules framed under the Act, with a translation thereof in the district in which the factory is situated, shall be kept hanging in a place in each factory. Copies of the rules and of the Factory Act can be obtained from the Government Press.

The Inspector of Factories and civil surgeons should make a point of meeting the

Cf. G. O. no. 2771 and 2815/III-30B, dated 27th Sept. 1892 and 4th Oct. 1892.

Every occupier of a factory shall furnish to the Magistrate or other officer designated by the Local Government, the following returns:—

Cf. G. O. (H.D.) no. 1126, dated 25th June 1903.

On or before the 15th January of each year an annual return in the prescribed form.

Return in the prescribed form regarding measurements and space.

Before the end of each calendar month a return giving notice of of all the days on which the factory will be closed during the ensuing month.

1.—Return II shall be submitted for every factory when it is first registered in the factory which affects the area of the floor space in any

the factory is or is not working return relates, and also if the

Every ri

Cf. G. O. no. 1805/III-112, dated 25th Nov. 1902.

warding of  
c. in facto-

draw upwards between them any object coming into contact with them from beneath, shall be the following manner:—

guard or guards shall be permanently fixed along the whole length of each side of every such frame, and not further under the frame than the centre of each leg of the spring pieces. Such guards shall not be removable by hand, i.e. without the use of tools.

These guards shall be one or more stout horizontal iron bars or sheets or wooden planks, so placed that the clear vertical space between any two of them, or between the topmost and spindle rail, or between the lowest and the floor, shall in no case exceed 7 inches. If iron bars are used, a sufficient number of uprights shall be provided, so as to render the bars rigid enough to resist deflection.

- (iii) Whenever under the tail end of any such frame there is a clear space exceeding 8 inches from the floor, a like guard shall similarly be fixed across that end.
- (iv) Every such frame which may hereafter be erected or re erected in any mill shall be guarded in the above manner before being brought into use

[

etc the words "explore and" from line 1.  
ster CIV.—Mines and minerals.

Cf. G. G. O. (C.  
and I.) no. 7532—  
7531-121, dated 15th  
September 1913.

~~... of limestone to explore and~~

manganese, and limestone  
exempted from the operation of  
section 29 thereof, are contained

Cf. Government of  
India, (C. & I.) noti-  
fication no. 6436—  
152, dated 2nd Sep-  
tember 1911.

To be inserted  
paragraph 2313(a)

native states are contained in paragraph 603.

**2314.** All kankar, stone or laterite quarries in the stone mahals of  
the Mirzapur district and in the Kumaun division,  
and all tufaceous limestone quarries in the Dehra  
Dun district, being "mines" within the definition  
contained in section 3(d), Indian Mines Act, 1901, have been exempted from  
the operation of the Act.

Cf. G. G. O.  
& A.) no. 30.  
4528 and (C. &  
no. 605-205,  
15th Nov. 1901  
16th Jan. 1902

**2315.** The Commissioner of Kumaun is authorized to make, without  
reference, all necessary arrangements in connection  
with mines worked in native fashion within the  
limits of his division; such powers to include the  
arranging of terms of lease and the sanctioning of remissions and refunds  
when deemed advisable; the action thus taken being duly noted in his  
annual report, which should be for the revenue year and be timed to reach  
the Government on the 1st December. These mines are excepted from the  
rules printed in part A of appendix 43.

Cf. G.  
1676A., date  
Sept. 1876,  
I-75, dated  
Feb. 1896, and  
3243/I-837, dated  
1st Oct. 1900.

**2316.** On receiving the notice of any accident the Magistrate should  
telegraph a summary of the contents of the notice  
to the Chief Inspector of Mines (see rule 8 in part B  
of appendix 43). When the accident is of such a nature that the Magistrate  
is of opinion that an inquiry will be necessary under section 18 of the Act,  
a corresponding telegram should also be sent to the Local Government.  
Report should also be forwarded to the Chief Inspector as

Cf. G. G. O. no.  
29-102-1, dated 12th  
July 1902.



- (h) protected works includes buildings in which persons dwell or assemble, docks wharve, timber yards, other petroleum stores, and any other place not forming part of an installation which the Local Government may by notification declare as such,
- (i) "testing officer" means the testing officer appointed by the Local Government under section 10 of the Act for any port at which petroleum may be imported under these rules,
- (j) motor vehicle' means any vehicle or vessel propelled by a motor, in which petroleum is used as fuel and
- (l) owner as applied to a motor vehicle includes a person who hires or is otherwise entitled for the time being to use or work a motor vehicle

**2320.** No smoking shall be permitted inside any installation or storage shed

**2321.** All operations within any installation or storage shed shall be conducted under the supervision of a responsible agent or supervisor

**2322.** The ground in the interior of an installation shall be kept clear and free from goods of a combustible nature, vegetation and rubbish

**2323.** A supply of sand or dry earth shall always be kept in an installation for the purpose of extinguishing fire

**2324.** The capacity in gallons of every tank in an installation shall be conspicuously marked on it and shall be calculated at the rate of 6.25 gallons per cubic foot.

**2325.** Every tank or other receptacle for the storage of petroleum in bulk except a tank or receptacle which is not of sufficient capacity to contain ten thousand gallons of petroleum and which is so situated as not to be liable to cause danger in the event of the petroleum being ignited shall be protected by an efficient lightning conductor

*Explanation*—A tank or receptacle shall be deemed to be so situated as not to be liable to cause danger in the event of the petroleum being receptacle, or to be surrounded by enclosure thus tank or recep-

tele

**2326.** Not less than once in every year the licensee of an installation shall test or cause to be tested the efficiency of the conductor in such manner as the Chief Inspector of Explosives may, by general or special order declare to be sufficient, and a certificate showing the date of the last test shall be posted in a conspicuous place within the installation.

**2327.** Any officer appointed by the Local Government in this behalf may enter any in tollation for the purpose of testing the efficiency of the conductor, at any time after sunrise and before sunset.

**2328.** No installation or storage shed shall be open, and no work in any installation or storage shed shall be permitted between sunset and sunrise, except for the exclusive use, on the recommendation of the fire department.



**2343.** No petroleum in bulk shall be loaded on or unloaded from any ship between sunset and sunrise except when electric light is exclusively used

**2344.** Petroleum may be transported into and within the United Provinces under cover of a license granted by the prescribed authority in any other province of British India or in any area outside British India to which the Indian Petroleum Act 1899 may be applied provided that the conditions of such license are observed throughout the period during which the petroleum is in transit

**General provisions relating to the transport of petroleum shall be made by the Industries department**

the first note after "cantonment committee area committees" and after "cantonment area"

Cf G O no 1239/  
XVIII-11, dated  
6th September 1913.

station

(c) for the possession or transport of dangerous petroleum, in quantities not exceeding forty gallons, and

(d) for the transport of petroleum not being dangerous petroleum, otherwise than by a pipe line

may be granted by a District Magistrate or by such other authority as the Local Government may from time to time by order in writing appoint in this behalf. In all other cases the licensing authority shall be the Local Government

[Cantonment committees and municipal boards have been authorized to grant licenses in accordance with these rules for the possession and transport within cantonment and municipal limits respectively of non dangerous petroleum not in bulk and to credit the fees realized therefrom to cantonment or municipal funds as the case may be. Each application for a license must in the first instance be presented to the District Magistrate.]

Cf G O no 403  
& 407/XVIII-11  
dated 13th Feb  
1909

Provided that in the case of renewals of existing licenses the Local Government may delegate its powers under this rule to the District Magistrate or to such other authority as the Local Government may from time to time by order in writing appoint in this behalf

before  
Inspection  
1 to be

Cf G O no 447/  
XVIII-11 dated  
20th Feb 1909

**2347.**

to be communicated

as a license for the  
such authority has  
issued and obtained

his concurrence

**2348.** Every license granted under these rules shall be liable to be forfeited for any contravention of the Act, or of any rule thereunder or of any condition contained in such license or for any other reason deemed by the licensing authority to be good and sufficient and recorded by him in writing

**2349.** Every license and pass granted under these rules shall be held subject to the conditions endorsed on it and shall contain all the particulars which are contained in the form prescribed for it by these rules.

Provided that in the case of installations and storage sheds in existence before these rules were made the license may contain in lieu of the particulars contained in the form prescribed for it by these rules either such particulars as may have been entered in the license granted for such installation or storage shed under the rules heretofore in force or such particulars as may in each case be approved by the Chief Inspector of Explosives.

Provided also that in the case of installations or storage sheds intended for the storage of petroleum which has a flashing point above 150° Fahrenheit the license may contain in lieu of conditions endorsed on the form prescribed for it by these rules such conditions as may in each case be approved by the licensing authority on the recommendation of the Chief Inspector of Explosives.

**2350.** (1) Every application for the renewal of a license shall be made in the same manner as an application for an original license.

(2) Every such application shall be made at a date not less than thirty days before the date on which the original license expires and if the application is so made the premises shall be held to be duly licensed until such date as the licensing authority issues the renewed license or until an intimation that the renewal of the license is refused has been communicated to the applicant.

(3) The same fee shall be charged for the renewal of a license as for a new license.

**2351.** When any license is granted for the possession or transport of petroleum a copy of the rules contained in paragraphs 2319-2331 in the case of a license for possession and in paragraphs 2332-2344 in the case of a license for transport printed in English and the vernacular, shall be given together with the license to the licensee.

**2352.** When a licensee dies or becomes insolvent or becomes mentally incapable or otherwise disabled the person carrying on the business of such licensee shall not be liable to any penalty or forfeiture under the Act or the rules for acting under the license during such time as may reasonably be necessary to allow him to make an application for a new license in his own name for the unexpired portion of the original license.

**2353.** Where a license granted under these rules is lost or accidentally destroyed a duplicate may be granted.

**2354.** Every license for the possession of petroleum shall remain in force until the next following the

**2355.** License for the possession of petroleum, not being dangerous, may be granted in form A.

**2356.** License for the possession of dangerous petroleum, not being inflammable, may be granted in form B.

**2357.** License for the possession of dangerous petroleum, inflammable, may be granted in form C.

**2358.** (1) The holder of a license in forms A, B or C, may at any time before the expiry of the license, apply for permission to transfer his license to another person

who shall, if the District Magistrate, in the license, under his signature and the license, under his use has been transferred to the person named

(3) A fee of Re 1 shall be charged on each such application

(4) The person to whom the license is so transferred shall enjoy the same powers and be subject to the same obligations under the license as the original holder

**2359.** Special licenses for the possession of dangerous petroleum not exceeding forty gallons, but not more than 500 terms as the Local Government may determine, may be granted by the Chief Inspector of Explosives

**2360.** Licenses for the possession of any stated quantity of petroleum, not being dangerous petroleum, in major installations, in accordance with such specifications and plans as the Local Government, on the recommendation of the Chief Inspector of Explosives, may from time to time by general or special order approve, may be granted in form D

**2361.** Licenses for the possession of any stated quantity of petroleum not being dangerous petroleum in minor installations, in accordance with such specifications and plans as the Chief Inspector of Explosives may from time to time by general or special order approve, may be granted in form E

**2362.** (1) Licenses in form F may be granted free of charge for the possession of dangerous petroleum for use on motor-vehicles and for its transport thereon for the purpose of use therein

(2) The provisions of the ordinary rules relating to the possession of dangerous petroleum shall apply to the possession of dangerous petroleum

**2363.** Every application for a license for the possession of petroleum other than licenses under the rules in paragraphs 2357 and 2362 shall specify —

(a) the description and quantity of petroleum which the applicant desires to keep ;

(b) the name and position of the premises intended to be used for the storage of such petroleum, and whether the said premises fulfil the conditions prescribed by form A, form B, form D, or form E, as the case may be ,

(c) the amount of petroleum, if any, already licensed to be kept on the same premises.

If the application be made for the first time in respect of any major or minor installation or if the quantity of petroleum to be stored in such installation is to be increased, the application shall be accompanied by specifications and plan drawn to scale

**2364.** Before petroleum is stored in any major or minor installation for which a license has been granted for the first time, a certificate shall be furnished to the licensing authority to the effect that all enclosure walls and embankments required to be constructed under the conditions of the license are sufficient to ensure safety. The certificate shall be signed by an engineer accepted as qualified for the purpose by the licensing authority. When the license is not granted for the first time but is granted for an increased quantity of petroleum, a certificate shall similarly be furnished to the licensing authority before any quantity of petroleum exceeding the amount which was admissible under the former license is stored in the installation.

*Note*—Where installations are on railway premises if the railway administration desires that enclosure walls and embankments should be certified by the railway engineers the certificate should ordinarily be granted by the railway engineer.

**2365.** Every application for a license under the rules in paragraphs 2357 and 2362 shall specify—

- (a) whether the applicant is the owner of a motor-vehicle,
- (b) the amount of dangerous petroleum the applicant desires to store,
- (c) the exact position and nature of the premises intended to be used for the storage of such dangerous petroleum, and whether the said premises fulfil the conditions prescribed by form C or form F, as the case may be.

**2366.** General licenses for the transport of petroleum, other than dangerous petroleum, may be granted for a period of twelve months in form G.

Licenses for the transport of petroleum

**2367.** General licenses for the transport of dangerous petroleum otherwise than in bulk may be granted for a period of twelve months in form H.

**2368.** Licenses granted under the rules in paragraphs 2366, 2367, and 2374 may authorise the holders to transport petroleum without restriction as to destination or total quantity.

**2369.** The holder of a license granted under the rules in paragraphs 2366, 2367 and 2368 may convey under cover of his license petroleum without charge of the petroleum for the purpose of transporting it a numbered pass in form I.

**2370.** Special licenses may be granted for the transport of petroleum other than dangerous petroleum, in quantities exceeding five hundred gallons, in form J.

**2371.** Special licenses may be granted for the transport of dangerous petroleum other than in bulk, in form K.

**2372.** A special license granted under the rules in paragraphs 2370 and 2371 shall only cover the transport of the particular consignment entered in the license, and shall be valid for such period as may be entered in it.

**2373.** Applications for special licenses for the transport of petroleum by rail, by road, by steam, or by barge, or by two or more of the

modes of conveyance, shall specify the description and quantity of petroleum to be transported, and the places from and to which, respectively, the petroleum is to be conveyed and shall describe the receptacles in which it is to be contained, or, in the case of petroleum to be transported in bulk by water, shall state that the ship in which it is to be carried has been certified as required by the rule in paragraph 2332

**2374.** General licenses in form L, to transport dangerous petroleum up to a maximum of sixty gallons at a time otherwise than on a motor-vehicle, may be granted for a period of twelve months to owners of motor-vehicles holding licenses under the rule in paragraph 2362 (1) to possess petroleum and use or transport it on a motor vehicle

**2375.** (1) Where the proceeds of fees leviable for licenses under these rules have been assigned by the Local Government to any local authority, the fees shall be levied in such manner as the local authority may from time to time direct

(2) In all other cases the fees shall be paid in cash on receipt of a notice from the licensing authority that a license will be granted

(3) The court fee stamp of the value of eight annas representing the fee chargeable under schedule II, article I (b) of the Court-Fees Act on an application for a license presented to a Magistrate should be attached to the application

**2376.** The following fees shall be charged for licenses for the possession of petroleum, namely—

*Non dangerous petroleum*

	Rs
(a) When the quantity to be stored exceeds five hundred but does not exceed one thousand gallons	12
(b) When the quantity to be stored exceeds one thousand but does not exceed five thousand gallons	12 for the first one thousand gallons, plus Rs 2 for every additional one thousand gallons or part thereof
(c) When the quantity to be stored exceeds five thousand gallons but does not exceed fifty thousand gallons	20 for the first five thousand gallons plus Rs 4 for every additional one thousand gallons or part thereof
(d) When the quantity to be stored exceeds fifty thousand gallons	250

*Dangerous petroleum*

(e) When the quantity to be stored does not exceed forty gallons	3
(f) When the quantity to be stored exceeds forty gallons, but does not exceed five hundred gallons	8
(g) When the quantity to be stored exceeds five hundred gallons	the same fees as those laid down for non-dangerous petroleum.

**2377.** The following fees shall be charged for the transport of petroleum

*Non-dangerous petroleum.**Special license—*

	Rs.
(a) When the quantity to be transported exceeds five hundred, but does not exceed five thousand gallons ..	1
(b) For every additional five thousand gallons or part of five thousand gallons .. .. .	1

*General license—*

For the transport of non dangerous petroleum by rail by rail or by water for twelve months ..	100
---	-----

*Dangerous petroleum.**Special licenses—*

(a) When the quantity to be transported does not exceed forty gallons .. .. .	2
(b) When the quantity to be transported exceeds forty gallons, but does not exceed four hundred and eighty gallons .. .. .	2 for the first 40 gallons plus 8 annas for every additional forty gallons or part thereof
(c) When the quantity to be transported exceeds four hundred and eighty gallons .. .. .	8 for the first four hundred and eighty gallons plus 1 s 1 for every additional four hundred and eighty gallons or part thereof

*General license—*

For the transport of dangerous petroleum by the owner of a motor vehicle by road, rail or water, up to a maximum of sixty gallons at a time ..	5
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*General license—*

For the transport of dangerous petroleum by dealers by rail road or water .. .. .	50
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**2378.** (1) A fee of one rupee shall be charged for a new license for the unexpired portion of an original license granted to any person applying for the same in accordance with the provisions of the rule in paragraph 2352

(2) A fee of eight annas shall be charged for a duplicate of a license granted in accordance with the provisions of the rule in paragraph 2353

**2379.** A quarterly return of all licenses granted for major or minor installations, whether original or renewed shall be sent without delay by the licensing authority to the Chief Inspector of Explosives direct. The report shall furnish information on the following points—

- |                      |   |   |
|----------------------|---|---|
| (1) Name of district | } | (3) Situation of installation                     |
| (2) Name of licensee |   | (4) Quantity of petroleum covered by the license. |



No telegram should ordinarily be sent "express" by any officer of the position of principal district officer in his own department or of any lower grade unless it is sent in reply to an enquiry made by an express telegram

**2393.** State telegrams should, except when extreme precision is important, be expressed in as few words as possible, and mere auxiliary or connective words, which can obviously be filled in by the receiver should be omitted

**2394.** in the text of state multiple  
to whom the telegram has been  
it is unnecessary to inform  
to the others, for it may  
governing the procedure have

**2395.** would  
serve the check  
the despatch receive  
periodical question  
whether the submission of the reports by letter would not be sufficient

**2396.** Communications regarding applications from officers for leave  
of absence and for appointments are very rarely  
Telegrams in officers  
private inte

at the put  
of the put  
for an appointment desires to receive a reply by telegraph, he should pay  
for the reply himself

**2397.** The Government of the United Provinces may send foreign  
state telegrams direct to officers serving under its  
Foreign state tele orders who are on leave out of India, and on matters  
grams relating to indents or supply of stores indented for,  
to the Secretary of State for India All other telegrams on the public  
service which it may be necessary to send to London or other places out of  
India are required to be sent through the Government of India

All officers should bear this in mind Any such telegram that it may be  
considered necessary to send must be forwarded in the first instance to the  
Local Government for orders

**2398.**

Pre  
telegr

grams until the one for which the line is cleared is passed on.

gra ess) tele

## Chapter CVII.—Printing and bookbinding at the Government Press.

### A.—Printing.

**2399.** The rules in paragraphs 2402—2444 apply to all printing work done at the cost of the Government for officers under this Government. They do not therefore apply to work done at the cost of parties in civil or criminal appeals under the arrangements made by the High Court or Judicial Commissioner.

**2400.** Of work done at the cost of the Government the following also is subject to special rules:—

- (i) public works department code forms, which are supplied by the Government of India;
- (ii) forms of the registers of the Commissioner of Kumaon, which are printed under his orders (vide rules approved by G O no 2403—XII—512E, dated the 16th October 1900) and paid for by him from his own budget;
- (iii) famine forms for departmental works required under paragraph 48, appendix C-XIII, Famine Code, 1905,
- (iv) drawings done for the public works department at the Thomason Civil Engineering College, Roorkee; and
- (v) forms used by kanungos and patwaris, or by record-keepers for patwaris' papers, which are printed under the orders of the Director of Land Records and Agriculture and paid for by him from his own budget.

**2401.** The Superintendent of the Government Press is responsible that the rules are strictly carried out, and is required to bring to the notice of the Government any infringement of them.

**2402.** No printing shall be undertaken at government expense, except under the general or special authority of the Government, or of the head of the department which controls the work.

**2403.** . . . . .  
ment . . . . .  
jail p . . . . .  
to carry out the work.

**2404.** The several heads of the offices or departments named in paragraph 2432 are given each financial year a credit (called an allotment)

**2405.** . . . . .  
materials in the Press vary as . . . . .  
officers receiving allotments for printing (shown . . . . .  
named in paragraph 2432 . . . . .  
the words "named in paragraph 2432" . . . . .

## 214 PRINTING

printing demands, may be one level, should watch the compliance

**2406.** The allotment must be calculated against the charges must be charged of the charges (s) Superintendent,

**2407.** If exhausted, the Press

Paragraphs 2404 should explain insufficient

## BOOKBINDING AT THE GOVERNMENT PRESS.

particularly those for printed forms, at as nearly as possible keep to the prescribed dates for indents and should submit the Press with those indents

calculation in the Press of the work done against each indent as closely up to date as possible, the calculated amount off at once against each allotment and a statement sent monthly by the

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o be

clearly how the original allotment

**2408.** Every copy of work sent to the Press to be printed shall be properly faired out on one side of the paper only. The manuscript shall be submitted to the head of the office and shall be accompanied by a

**2409.** No work, except proceedings of the Government, shall be taken in hand unless the manuscript is complete in every respect or, at any rate, has been sent to the Press in the proper order of paging

**2410.** Proofs shall not be sent out in cases of reprints or when the corrections to be made are few. The Press will be responsible for the corrections of such work. One proof only shall ordinarily be given of other works. The introduction of fresh matter into proofs, unless absolutely unavoidable, is strictly interdicted

**2411.** A memorandum of press signs for the guidance of officers correcting proofs has been circulated and copies can be obtained on application from the Press. Officials should study these signs and make use of them in the correction of proofs

**2412.** Every proof shall be returned within three days of receipt. Any delay beyond that time shall be brought to the notice of the officer concerned by the Press. Failure to return a proof promptly after such notice shall be reported to the Government in a monthly statement

**2413.** The following classes of work (other than forms) may be printed in local presses, the bills for the work being first passed by the officer for whom the work is done, but checked and paid by the Superintendent of the Government Press and charged against the officers' allotment—

- (a) for the Judicial Commissioner of Oudh, paper books in murder cases and weekly cause lists,
- (u) for any officer, any work regarding which the sanction of the head of the department has been obtained. Such sanction shall only be given in a case of special urgency or where it is essential that the printing be done under the immediate personal direction of the officer responsible for it, and a copy of it shall be forwarded to the Superintendent of the Government Press

Will report to officers under the control of the Board of Revenue the Commissioners all concerned to be the head of the department for the purpose of this rule.

Twenty. In a private press such press must be made to work under a licence. The charges will be as follows:—  
 1. For the use of the press, 100 Rs. per annum.  
 2. For the use of the press, 100 Rs. per annum.  
 3. For the use of the press, 100 Rs. per annum.  
 4. For the use of the press, 100 Rs. per annum.  
 5. For the use of the press, 100 Rs. per annum.  
 6. For the use of the press, 100 Rs. per annum.  
 7. For the use of the press, 100 Rs. per annum.  
 8. For the use of the press, 100 Rs. per annum.  
 9. For the use of the press, 100 Rs. per annum.  
 10. For the use of the press, 100 Rs. per annum.

**2414.** The following class of forms may be printed locally the cost being paid or rule charged against his contract grant by the officer who causes the work to be done—

- (i) a small number of registered forms at a cost of not more than 100 Rs. if forms cannot be borrowed

- (ii) any unregistered form required temporarily for local purposes, provided that if such form requires the use of more than five reams of paper the special sanction of the head of the department must be obtained

*Note*—In these rules forms includes registers and envelopes

**2415.** A list of registered forms shall be maintained—

- (a) for miscellaneous forms such as forms under the Arms Act, with which no department is concerned, and for forms common to all departments—in the Secretariat,

- (b) for departmental forms—by heads of departments,

and no addition to the lists nor alteration in a registered form shall be made except in case (a) under the orders of the Government and in case (b) under the orders of the head of the department concerned. No form which has not been duly approved and registered shall be supplied or paid for by the Government Press

**2416.** Any officer wishing to suggest a new form or the improvement of an existing form shall send his proposal to the Superintendent of the Government Press for submission to the head of the department concerned. In regard to the utilization of the most convenient size and paper to be used

**2417.** For convenience in filing all forms should, as far as possible, be printed on half sheets or full sheets of foolscap

**2418.** Heads of departments are responsible that their lists of registered forms are kept up to date. They should in their inspections examine the temporary forms printed by subordinate officers and make such additions to their list of registered forms as appear to them necessary

**2419.** If at the time of preparation of an indent it is in contemplation to cancel or alter a form a note shall be made of this in the column of remarks giving the date by which the change will be effected. Unless this is done the indent shall be considered to be an order to print the form upon the existing model. Formal applications to reprint forms will not be made to heads of departments.

**2420.** As long notice as possible of any desired alteration shall be given since it may involve the destruction of existing stock. Where considerable stock of forms exists, an alteration, unless very urgent, shall not take effect until the old stock is exhausted.

**2421.** Guard books containing specimens of registered forms shall be prepared by the Government Press and supplied as follows —

(a) of forms common to all departments, to the Secretariat heads of departments and Commissioners,

(b) of miscellaneous forms, to the Secretariat and Commissioners,

(c) of departmental forms, to the heads of departments concerned.

As new forms are prescribed, supplementary specimens shall be circulated to be filed in the guard books.

**2422.** The Superintendent of the Government Press is responsible for using for each form the cheapest paper commensurate with the importance of the form and the period for which it will need to be preserved. Heads of departments shall assist the Superintendent in effecting economy in this respect.

**2423.** Part of the form printing work is carried out in the branch press at Naini Tal, but all indents for forms, whether for those printed at the jail or for those printed at the central press in Allahabad shall be sent by heads of departments to the Superintendent, Government Press. For the present the departments named in the list below this rule shall be supplied with forms from the jail. These forms shall ordinarily be despatched with an invoice direct from the jail branch press to the indenting officer. That officer on arrival of the forms from the jail shall at once return the receipted invoice direct to the assistant in charge of the jail branch press.

*List of departments to which forms are supplied from the Naini Tal*

Secretary to Government	public works	Inspector General of Registration.
department		Legal Remembrancer to Government
Opium Agent, Benares		Sanitary Commissioner
Director of Public Instruction		Forest department
Inspector-General of Police		Cantonment magistrates.
Inspector General of Civil Hospitals		Registrars of births deaths and marriages
Commissioner of Excise.		Miscellaneous

**2424.** If from any office other than the Secretariat, the High Court, the Board of Revenue and the office of the Inspector General of Police an indent is received for forms of office notes, dockets, frank envelopes or letter headings requiring the use of superior English stationery, the Superintendent of the Press may require the paper and envelopes to be supplied by the office requiring the forms. Blank book and ruled paper should be obtained by officers from the Stationery Office.

**2425.** Indents for forms shall be sent to the Superintendent of the Government Press by heads of departments only. For forms required by district officers, the Commissioner of the division shall be considered the head of the department.

*Note.*—The Superintending Engineers in the buildings and roads and branch offices shall also be considered as heads of departments for the purpose of indents for public works miscellaneous forms.



## 218 PRINTING AND BOOKBINDING AT THE GOVERNMENT PRESS.

**2432.** The following is the list of dates on which indents shall be received by heads of departments and on which the consolidated indents shall reach the Press and of the month in which the forms will be supplied—

Name of head of Department.	Date of receipt of indent by head of department.	Date of despatch of consolidated indent to Press	Month in which forms indented for will be started.
Accountant-General ..	25th and 26th September	1st December..	March
Inspector-General of Police..	1st January ..	1st March ..	June

To be inserted as a slip against paragraph 2432. Cf. G. O. no. 385/ XVIII—68, dated 20th March 1913. Deputy Forests & Range circ

C/ G O no 1205/ XVIII—277 dated 10th Aug 1909 Sanitary Commissioner .. 1st and 2nd November  
High Court .. 15th February  
Board of Revenue .. July

*Industries department.*

1932.—Against the entry "Opium Agent" for "25th and 26th August" in Industries department in column 3 of the list in paragraph Inspector-General of Civil Hospitals, "delete the

the entry "

**2437.** In every office forms shall be kept as far as possible in a separate form room on open iron racks with marked compartments. A note of the number of forms received and issued and of the balance of each form after each receipt or issue shall be placed with each variety of forms. The rooms shall be kept locked, save when the form keeper is in it. No form shall be removed from its place except by the form keeper.

**2438.** In order to facilitate the tracing of forms it is convenient that the compartments in the racks should be marked with numbers horizontally and with letters along one side and a guide list maintained in which the forms should be entered in serial with a reference to the rack and compartment in which each is kept.

**2439.** When a supply of a form is received from the Press, the form keeper shall place the new supply below the existing stock of that form; and when the whole supply received has been arranged the head clerk or superintendent of the office shall examine the form room and satisfy himself that this has been done.

**2440.** Frequent changes of form keepers are not desirable, and the appointment should not be given to men who take the post merely as a step toward further promotion.

**2441.** In every office a stock book of forms shall be kept in the following form:—

FORM NO.

Date	Number of copies received.	Number issued	Balance	To whom issued.	Purpose for which issued.	Signature of person receiving.

2442. clerk or any of her em, of ock

and his stock book.

**24-3.** e.g. from the  
for the regular

at frequent intervals and check any undue demands. such requests

**2444.** The form room in revenue offices shall be under the general supervision of the officer in charge of the record room. Such officer should in particular—

- (a) see that the consumption is properly controlled by the Lead clerk or superintendent;
- (b) examine the stock occasionally with a view to the removal of obsolete forms; and

## 220 PRINTING AND BOOKBINDING AT THE GOVERNMENT PRESS.

(c) at his monthly inspections test the number of a few forms in stock and compare them with the stock book.

In other offices arrangements shall be made for a similar examination and check by a responsible official appointed for the purpose.

*B.—Bookbinding at the Government Press.*

G. G. O. no. 1426/  
XII—223F., dated  
5th July 1902.

**2445.** (1) Books sent to the Government Press, Allahabad, for binding should be carefully examined before despatch, and no volume that is incomplete should be forwarded, unless the Government has authorized

Binding of books at the  
Government Press.

*Industries department.*

In line 4 of paragraph 2445 (1) for "G" the department or the Commission Government order" substituted

Superintendent. In this case a copy to the Press.

quired to be bound to match any be sent for guidance.

must be prepaid.

list of the books, in duplicate, and serially numbered, sent to the Superintendent of the Government Press with the forwarding letter, in the following form :—

Serial number.	Title of book.	Number of copies.	Instructions for binding	Remarks.

(2) On receipt of the books, one copy of the list will be returned to the indenting officer for record.

[XVIII.—Industries Dept.]

**24** manufactured in India should be  
intended upon the Store department of the  
the Lieut in the following cases

Stores in India at the time of order, and  
Stores, but unfavourable as compared with

**24** could be obtained through the  
Bates if the supply does not exceed the  
of article rule 13.  
service

**24** action works let out on contract,  
authorities in India required for the construction  
for from by the contracting firm, subject  
be obtained  
required the Government of India and is  
on the terms so approved vide schedule B,  
Government, volume III.

to them let to the current specifications  
may be Government of India  
of requis

**24** ly indent on the India Office through  
stationery indent  
Rule 1 ing for bicycles for the public service  
India from could ask for machines of the War Office  
rials.

sufficient the Forest department is sold to local

**24** . . . . .  
 . . . . .  
 . . . . .

(whether manufactured or produced  
should be purchased in India,  
(they comply with the current speci-  
(the requisite quality, and can be

**24**  
Rule  
made in

(beer for the use of Government hos-

G. O. no 633/  
1-263, dated  
June 1910. To be substituted  
for paragraphs 2447  
- 2463, pages 221-  
225.

G. O. O. (C.  
no 4941-102,  
14th July

Resolution (C.  
no 5329 5876  
dated 24th  
1913.

(c) at his monthly inspections test the number of a few forms in stock and compare them with the stock book

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XII—223F dated  
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**2445.** (1) Books sent to the Government Press, Allahabad for binding should be carefully examined before despatch, and no volume that is incomplete should be forwarded, unless the Government has authorized

Binding of books at the  
Government Press

*Industries department*

In line 4 of paragraph 2445 (1) for "G -  
of the department or the Commissioner  
'Government order' substituted

Superintendent. In this case a copy  
sent to the Press

required to be bound to match any  
and be sent for guidance

must be prepaid

— list of the books, in duplicate, and serially numbered,  
sent to the Superintendent of the Government Press with the  
forwarding letter, in the following form —

Serial number	Title of book	Number of copies	Instructions for binding	Remarks

(2) On receipt of the books, one copy of the list will be  
returned to the indenting officer for record.

[XVIII.—Industries Dept.]

24 Manufactured in India should be  
Insent upon the Store department of the  
the Lie in the following cases

stores India at the time of order, and  
Stores, it unfavourable as compared with

24 could be obtained through the  
Bates if the supply does not exceed the  
of article rule 13.  
service.

24 tion works let out on contract,  
author India required for the construction  
for from by the contracting firm, subject  
be obta

required the Government of India and is  
on the Ins so approved vide schedule B,  
Governor, volume III.

to them  
may be ect to the current specifications  
of requ Government of India.

24 ly indent on the India Office through  
stationery indent

Rule 1. ing for bicycles for the public service  
India frould ask for machines of the War Office  
rials.

sufficient the Forest department is sold to local  
plies of turpentine of certain standards

24 ranteed Purchases of turpentine shall  
om the firms referred to above, provided

Rule ble. Information in regard to the firms  
in India om the Conservators, Panjab and the  
material

(Whether manufactured or produced  
(should be purchased in India,  
(ey comply with the current speci-  
(the requisite quality, and can be

24  
Rule  
made in

(beer for the use of Government hor-

ations intended to take current from

G. O. no. 839/  
1-255, dated  
June 1910,

To be substituted  
for paragraphs 2447  
-2448, pages 271-  
272.

G. O. O. (C.  
no. 4241-107,  
14th July

Resolution (C.  
no. 2625 2676  
dated 24th  
1910,

- (k) plant and materials for small gas installations the cost of which does not exceed Rs. 15,000,  
(l) such other classes of articles as may from time to time be prescribed by the Government of India. All such cases should be reported to the Secretary of State for his information.

Note.—Purchases made under this rule are not subject to the condition that the articles must be in India at the time of order.

**2454.** When serious inconvenience to the public service would be caused by waiting to obtain an article from England through the Director-General of Stores, or when, owing to the greater promptitude of supply, an economy can be effected by purchasing in India articles which under the foregoing rules should be obtained through the Store department, the purchase may be made in India, subject to rule 13, provided that the articles are already in India at the time of order, but in such cases, if the value of the articles exceeds Rs 750, the sanctioning officer should place on record the reasons which make the local purchase desirable. This record shall be available for the inspection of the Examiner of Accounts or the supervising officer when required.

Of G. G. O. (C and I) no 4559—4573—47 dated 14th June 1912

Of Resolution (C & I) no 5823 5876—11, dated 24th July 1913

Rule 5 Special purchases in India.

**2455.** Nothing in these rules is to be deemed to prohibit the purchase of stores of European manufacture by one department or railway from another.

Rule 7 Method of obtaining stores not purchased in India.

**2456.** All articles which under the foregoing rules are not to be bought in India, should be obtained by indent on the Store department of the India Office, except any which the Secretary of State may have specially authorised the Government of India or its officers to purchase direct out of India. Such purchase is at present permissible in the case of the following articles.—

- (a) Seeds  
(b) Cinchona bark  
(c) Articles for experimental or research purposes required by officers approved by the Government of India from time to time.

Note 1.—Among the officers empowered are—

Director of Agriculture	
Director of Industries	
Directors of bacteriological, pathological, or research laboratories	
Institutes	

Note 2.—While this concession of direct purchase from manufacturers in England and other countries is restricted to the requirements of scientific experiments for experimental or research purposes and does not extend to articles required for other purposes it is not confined to purchases for exceptional research purposes only.

Of G. G. O. (C. & I) no 2572/2631—2 dated the 11th April 1911.

- (d) Excise free rummets and apparatus required by provincial excise departments for experimental or research purposes.  
(e) China glass, cutlery, plate, crockery and porcelain fabrics including linen for feed nets which are furnished by Government.



STORY"

ote 4.—With a view to secure uniformity in the marking of  
 items should enter the letter ' I ' as a distinguishing mark upon  
 items for which information as to home prices for sale list p

**2461.** Any articles purchased in India which shou  
 liable to the specifications laid do  
 Tests time by competent authority with  
 the Secretary of State in Council.  
 nired to pass the tests prescribed for such article

**2462.** Important iron and steel work, if purchased in  
 only be obtained from firms approved l  
 Government or administration and c  
 schedule as corrected from time to t  
 Government of India A list of approved firms is given in app

ifications

Note 2.—Indenting officers should be informed, with a view to avoiding local

**2463.** In the case of purchases made under rules 1, 2 and  
 Financial officer's powers of purchase extend to the ord  
 limits to which he is empowered to enter  
 contracts But in the case of purchases ma  
 India under rules 3 (a) and 5, the limits for e  
 re on any one article or any number of similar articles purchas  
 time are as follows —

(a) Civil departments

- |  |    |
|--|----|
| (i) Heads of departments Commissioners of divisions, District Officers,<br>District and Sessions Judges, the Principal, Thomason College,<br>Luckn, and the Superintendent, Government Press | 2  |
| (ii) Other officers authorised to incur expenditure  | 1  |
| (iii) Local Government or administration —   |    |
| 1 In cases of purchases made under rule 3 (a)  | 30 |
| 2 In case of purchases made under rule 5   | 50 |

(i) Public works department

For purchases For  
 made under rule 3(a) ma

- |   |        |
|---|--------|
| (i) Executive or Assistant engineer holding charge of a<br>division | Rs 200 |
| (ii) Superintending Engineer or superintendent of<br>works          | 1,000  |
| (iii) Local Government or administration                            | 3000   |

**2461.** Any articles purchased in India which should be tested are liable to the specifications laid down from time to time by competent authority, with the approval of the Secretary of State in Council, and should be required to pass the tests prescribed for such articles

Rule 11. Tests.

**2462.** Important iron and steel work, if purchased in India, should only be obtained from firms approved by the Local Government or Administration and entered in a schedule as corrected from time to time by the Government of India. A list of approved firms is given in appendix 45

*Note*—Indenting officers should be informed with a view to avoiding local purchases of imported machinery as far as possible that apart from the superiority of machines made under the specification and inspection of the Store Department, there is a question of supplying components from England for machines purchased in India. The manufacturers cannot guarantee that such components will fit the machines for which they are required without the fullest particulars and these are usually not available when the machines were not supplied by the Store department.

**2463.** In the case of purchases made under rules 1, 2 and 4, an officers powers of purchase extend to the ordinary limits to which he is empowered to enter into contracts. But in the case of purchases made in India under rules 3 (a) and 5, the limits for expenditure on any one article or any number of similar articles purchased at one time are as follows—

(a) Civil departments

	Rs
(i) Heads of departments Commissioners of divisions District Officers, District and Sessions Judges the Principal, Thomason College Roorkee and the Superintendent, Government Press	250
(ii) Other officers authorised to incur expenditure	50
(iii) Local Government or Administration—	
1 In case of purchases made under rule 3 (a)	3 000
2 In case of purchases made under rule 5	Full powers

(b) Public works department

	For purchases made under rule 3(a).	For purchases made under rule 5
	Rs	Rs.
(i) Executive or assistant engineer holding charge of a division	200	500
(ii) Superintending Engineer or superintendent of works	1 000	2 500
(iii) Local Government or Administration	3 000	Full powers

(c) Railway department.

(i) Executive or assistant engineer holding charge of a division on a line under construction or survey	200	500
(ii) Engineer-in-Chief holding charge of a line under construction or survey	1 000	2 500
(iii) Manager of an open line	1 000	2 500
(iv) Railway Board	3 000	Full powers.

*Note*—Managers of open lines may depute to their engineers-in-charge, executive engineers or assistant engineers holding charge of a division, such powers of purchase as they deem fit up to the limits specified for lines under construction, and to their chief storekeepers up to the limits specified for executive engineers

Cf. G. G. O. (F. & C) no. 43413.R., dated 26th Sept. 1899

Cf. G. G. O. no 20351 XII—654D. 27th Oct. 1899.

Cf. G. G. O. no. and 7/XVIII dated 17th 1900 and 3rd Jan. 1910.

Cf. G. G. O. (C & I.)  
no 4592, dated 27th  
June 1910.

**2464.** It has been brought to notice

to be substituted  
the words "to  
India Office with-  
delay" at the  
of paragraph  
4.

Cf. G. G. O  
1) no 555  
—52, dated  
July 1911

packing accounts of  
hed promptly to the  
packages being left  
their receipt. As such  
to maintain a claim  
which may be lost or  
should examine all  
the packing accounts  
use to which it is  
paragraph 2466)

Cf. G. G. O  
O) no. 185,  
10th Jan. 1885.

Annual estimate  
stores required  
England

the department

for transmission to the Secretary of State, statements in the appended form  
showing the estimated value of stores required for the ensuing financial  
year :—

### Forecast estimate of expenditure on stores.

Cf. G. G. O. (C & I.)  
no 677-16, dated  
10th Sept 1909.

*Estimate of the probable cost of stores required from England for  
the following head of service\* the payments for which will probably  
fall within the financial year 1911-1912.*

Total estimated cost of stores	...	...	£
Total estimated cost of freight	...	...	£

\* Here insert head of service, e.g. "Land Revenue," "Opium," "Army: Ordnance  
and miscellaneous," "Army: Supply and Transport Corps," &c, as the case may be

*N.B.*—Any stores required for schedule measures should form the subject of a separate  
estimate, which should mention the particular schedule measures involved.

*Notes* 1.—Separate estimates should be prepared of stores required for imperial  
those relating to  
department concerned  
and all should be  
India not later than  
they should then be  
4th of October in  
ment of India will  
departments

2.—The forecast return should only be submitted to the Government when  
stores are likely to be required. All officers who have occasion to submit this return must  
strictly adhere to the prescribed dates in despatching it

3.—(a)

Cf. G. G. O. no 1250/  
XII—651D., dated  
17th June 1902,  
and no. 580/XII—  
102A., dated 29th  
May 1897.

ment of the stores therein demanded, it may, as a general rule, be assumed  
that stores, for which the indents are received in the India Office  
between the 1st January and the 31st March, will not be paid for until  
the following financial year

- (d) A forecast of the annual indent may not always be sufficient. An  
addition, based on the experience of former years should be made, when  
necessary, to cover supplementary demands
- (e) The forecast shall not contain a number of unpriced items. As far as  
circumstances allow the probable cost of the stores should be given
- (d) No elaborate details are required, the essential point being the total  
amount of contemplated expenditure. This should be clearly shown, and

to be expended  
in the 1st April  
As an interval  
and the pay-



2464. It has been brought to notice

Cf G G O (O & L)  
no 4592 dated 27th  
June 1910.

to be substituted  
the words "to  
Ind a Office with  
delay" at the  
of paragraph  
4.

Cf G G O  
1) no 555  
—53 dated  
July 1911

packing accounts of  
ed promptly to the  
packages being left  
their receipt. As such  
to maintain a claim  
which may be lost or  
should examine all  
the packing accounts  
due to which it is  
paragraph 2466)

Cf G G O  
O) no 185  
10th Jan 1885.

Annual estimates of stores required from England of the estimates of expenditure on stores, all officers submitting indents for stores from England should prepare and forward to the Local Government or the department of the Government of India concerned as the case may be for transmission to the Secretary of State, statements in the appended form showing the estimated value of stores required for the ensuing financial year —

### Forecast estimate of expenditure on stores

Estimate of the probable cost of stores required from England for the following head of service\* the payments for which will probably fall within the financial year 191 —191

Total estimated cost of stores

Total estimated cost of freight

\* Here insert head of service, e.g. 'Land Revenue', 'Opium', 'Army Ordnance' and miscellaneous, 'Army Supply and Transport Corps,' &c., as the case may be

**NOTE**—Any stores required for schedule measures should form the subject of a separate estimate which should mention the particular schedule measures involved

**Notes 1**—Separate estimates should be prepared of stores required for imperial and those relating to department concerned and all should be of India not later than the 4th of October in the year of the financial year of India will those departments

**2**—The forecast return should only be submitted to the Government when stores are likely to be required. All officers who have occasion to submit the return must strictly adhere to the prescribed dates in despatching it

**3**—(a) The forecasts are intended to show the probable amount to be expended in England in the next ensuing financial year, i.e. from the 1st April to the 31st March following the date of the receipt. As an annual estimate, the forecast should be submitted to the Government and the pay assumed for the Office for the year

Cf G G O no 1280/  
XII—631D., dated  
17th June 1902  
and no 580/XII—  
109A dated 20th  
May 1897

(b) A forecast of the annual indent may not always be sufficient. An addition based on the experience of former years should be made when necessary to cover supplementary demands

(c) The forecast should not contain a number of unpriced items. As far as circumstances allow the probable cost of the stores should be given

(d) No elaborate details are required. The essential point being the total amount of estimated expenditure. This should be clearly shown and

# Chapter CIX.—Miscellaneous.

## A—*Ferries.*

**Ferries.** **2478.** The rules framed for the control and management of ferries are contained in the District Board Manual

## B—*Fisheries.*

**Fisheries.** **2479.** The rules made for the protection of fish in certain selected waters are contained in appendix 46

**2480.** The operation of section 5 (1) of the Indian Fisheries Act, 1897, is suspended on the days specified below in streams or parts of streams in the *M* of Jaunpur, Bawar of the Duhra Dun district, the Jumna and Tons excepted, where under the provisions of the *tributaries* the villagers enjoy the privilege of poisoning the water on the following occasions —

In Kalsi Haripur Birs—Three times a year on days when the *meen* fair takes place

In other *khats*—Twice a year on days when the *meen* fair takes place

**2481.** All prosecutions under the Indian Fisheries Act, 1897, should be tried by magistrates of discretion. Such cases should not go before magistrates who exercise only third class powers

*Cf G.O. no. 587/1-1898, dated 30th Jan 1900*

*Cf G.O. no. 590/1-1898, dated 30th Jan 1900*

*Trial of cases under the Indian Fisheries Act 1897*



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see for future additions

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